

**PLANNING COMMISSION MEETING AGENDA**  
OCTOBER 7, 2025



723 S. Lewis Street, Room 1122  
Stillwater, OK 74074  
5:30 PM

**Chair Jana Phillips, Vice-Chair Riley Williams, Commissioner Mike Shanahan, Commissioner Mark Prather, and Commissioner David Peters.**

*NOTE: Members of the Planning Commission and City Staff will gather prior to the regular meeting in Room 1121 beginning at 5:00 PM. No Planning Commission business will be discussed or otherwise acted upon at this time. This is not a closed session, and members of the public and press are welcome to attend.*

1. Call Meeting to Order
2. Election of Chair.
3. Election of Vice-Chair.
4. General Orders

The board/committee/commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the board/committee/commission unless the agenda entry specifically states no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the board/committee/commission.

|    |                                                                                                                                                                                                                                                                                                              |                   |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| a. | <b>Request for a Waiver to the Subdivision Requirements, (SEPC25-01)</b> , consideration, discussion, and possible action to approve or deny a subdivision exception to Chapter 23, Section 23-356(d); specifically for a waiver to the sidewalk requirements at property addressed as 5823 N. Perkins Road. | Henry Bibelheimer |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|

5. Public Hearing

The Planning Commission will hear public comments, discuss, and take action including a vote or series of votes on each item listed as presented or as amended by the Planning Commission unless the agenda entry specifically states that no action will be taken.

|    |                                                                                                                                                                                                                                      |                   |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| a. | Receive public comment regarding a request for a Specific Use Permit (SUP25-04) to operate a Health Care & Social Assistance facility in the Commercial Shopping (CS) zoning district at property addressed as 1525 S. Western Road. | Henry Bibelheimer |
| b. | Receive public comment regarding an application for a Short Term Rental (STR-0217) for property addressed as 902 E. Lauren Lane in the Small Lot Single-Family Residential (RSS) district.                                           | Henry Bibelheimer |
| c. | Receive public comment regarding an application for a Short Term Rental (STR-0218) for property addressed as 2614 N. Park                                                                                                            | Henry Bibelheimer |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|    | Circle in the Small Lot Single-Family Residential (RSS) district.                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |
| d. | Receive public comment regarding a text amendment (TXT25-05) to Chapter 23, "Land Development Code," Article V, "Use Categories and Limitations," Division 2, "Accessory Use Categories and Regulations," Section 23-105, "Sidewalk, street and parking lot table service areas".                                                                                                                                                                                                                    | Henry Bibelheimer |
| e. | Receive public comment regarding a text amendment (TXT25-06) to Chapter 23, "Land Development Code," Article I, "General Provisions", Section 23-7, "Definitions"; Article V, "Use Categories and Limitations", Division 1, "Generally", Section 23-96, "Definitions"; Article VI, "Land Use Classifications", Division 4, "Commercial Districts", Section 23-152, "CB Commercial Business District", Subsection (a) "Permitted by right"; Article XXIV, "Table of Uses", Section 23-435, "Created". | Henry Bibelheimer |

6. Meeting Summary for Review and Possible Action

|    |                                                |
|----|------------------------------------------------|
| a. | Regular meeting summary of September 9, 2025.  |
| b. | Regular meeting summary of September 16, 2025. |

7. Miscellaneous Items from Staff, Planning Commissioners or City Attorney for Discussion and Possible Action:

|    |                                           |
|----|-------------------------------------------|
| a. | Next regular meeting is October 21, 2025. |
|----|-------------------------------------------|

8. Adjourn

On \_\_\_\_\_ at \_\_\_\_\_, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The Planning Commission may take action, including a vote or series of votes on all items listed on the agenda, unless the item specifically indicates that no action will be taken. The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Development Services Desk at least 48 hours prior to the meeting by calling 405.742.8220.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the Office of Community Development.

**Date of Meeting:** September 16, 2025

**Subject:** Special Exception to alleviate sidewalk requirements for single family residences.

**Purpose of Report:** The applicant requests review and approval of a special exception to alleviate the sidewalk requirement of a six-foot sidewalk along the frontage of their property.

**Background:** Staff received an application for a new single-family residence at 5823 N Perkins Road at the beginning of August. During the review staff commented that per Sec. 23-356(d) of the Land Development Code a 6ft. sidewalk is required along the 328.75 ft frontage of the property. This would be approximately 220 square yards of sidewalk, which could cost between \$20,000 and \$30,000 to construct.

Sec. 23-64(b) of the Land Development Code states that if a single-family residence is proposed on an unplatted tract larger than 2.5 acres, the Planning Commission may waive any or all of the subdivision requirements it may deem necessary to avoid substantial hardship or inequity.

**Application Processing Information:**

Applicant/Owner – Alan and Cathy Kindt

**Processing Track:**

Submittal Date – August 27, 2025

Planning Commission – September 9, 2025

**Project/Site Design Data/Details:**

Zoning –Small Lot Single-Family Residential District, Sec. 23-137

Existing Use –Vacant land

Proposed Use – Single-Family Residence

Lot – 10 acres

**Adequate Public Facilities Findings/Improvements:**

- Streets/Traffic: The property has access to North Perkins Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalk. There isn't an OSU bus route that runs this far north. Sidewalks are currently located along Perkins Road to the west in The Canyons subdivision.
- Water Service: City water service is not currently available.
- Sanitary Sewer Service: City sewer service is not currently available.
- Electric: Electric is not currently available for the site.

**Applicable City Plans/Policies:**

The C<sup>3</sup> Plan: Commercial and High-Density Residential (Page 10-8) is indicated on the Future Land Use Plan.

**Findings:**

1. City code states that any new development is required to build sidewalks when located on an arterial street.
2. Perkins Road at this location is categorized as a minor arterial street.
3. There is currently a sidewalk along Perkins Road to the west.
4. The C3 Plan recommends high density uses at this location.

**Alternatives:**

1. Accept findings and approve the special exception request as presented.
2. Reject findings and deny the special exception request as presented.
3. Find that additional information or discussion is needed prior to making a decision and table the request to a certain date noting that action must be taken within 60 days of the public hearing.

**Staff's Recommendation:**

- Approve the special exception request as presented.

**Prepared by:**

Josh Brown, Development Coordinator

**Reviewed by:**

Henry Bibelheimer, Senior Planner  
David Barth, Development Services Director

**Date of Preparation:**

August 27, 2025

**Attachments:**

Application with Letter to the Planning Commission

**Map Designation:**

NE



**CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT**  
**APPLICATION FOR REVIEW/ACTION**

**ZONING:**

☐ Map Amendment  
☐ Planned Unit Development  
☐ Preliminary  
☐ Final  
☐ Subdivision  
☐ Amendment  
☐ Specific Use Permit  
☐ Annexation

**SITE PLANS:**

☒ Minor Amendment  
☐ Final Drill Site Development

**SUBDIVISION:**

☐ Commercial Minor Subdivision  
☐ Minor Subdivision &/Or Lot  
Combination  
☐ Preliminary Plat  
☐ Final Plat

**OTHER:**

☐ Closing  
☐ Improvement Plans  
☐ Drainage Plans/Study  
☐ Drilling Permit  
☐ Encroachment Agreement

**COMMERCIAL USE-BY-RIGHT:** Complete a Commercial Building Permit Application **AND** Commercial Use-By-Right Checklist

Title of Subdivision/Plan/Use: Re: SER25-0068, 5823 N Perkins Rd,  
Owner(s) of Property: Alan & Cathy Kindt  
Owner(s) Address: 1409 N Arrington Ct Stillwater, OK 74075  
Owner(s) Phone/Fax/Email: (580) 695-1605  
Applicant/Developer of Property: Self developed - Single family home  
Applicant/Developer Address: \_\_\_\_\_  
Applicant/Developer Phone/Fax/Email: \_\_\_\_\_  
Design Engineer address/phone/fax/email & Registration No.: \_\_\_\_\_

Surveyor address/phone/fax/email & Registration No.: \_\_\_\_\_

Address or Description of Property to be Subdivided/Developed: 5823 N. Perkins Rd. Stillwater, OK 74075

Original Tract Deed Book and Page Number: Book 2670, Page 292  
Number of Acres in Development: 10 acres  
Number of Lots Created: N/A  
Current Zoning/Requested Zoning: Residential  
Reason for zoning request/use permit/map amendment (describe project): Develop area for a single family home.

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Cathy Kindt 8/26/2025  
Applicant/Preparer Date

C. Kindt 8-26-25  
Applicant/Preparer Date

\_\_\_\_\_  
Owner/Agent (with documentation) Date

\_\_\_\_\_  
Owner/Agent (with documentation) Date

**For City of Stillwater Use Only:** CASE NO#: \_\_\_\_\_

Submission Date: \_\_\_\_\_

August 26, 2025

Re: SFR25-0068, 5823 N Perkins Rd.,

Attention Stillwater Planning Commission,

Pursuant to Sec. 23-356(d), we are required to provide plans to place a 6ft sidewalk in front of our property located at 5823 N. Perkins Rd., Stillwater, OK 74075. This is an undeveloped area for a sidewalk component. This area is a 10 acre tract that will be used as a single family development. Due to the structure and size of the lot, this will create a hardship if the sidewalk is required.

We are requesting this requirement be alleviated by the Stillwater Planning Commission.

Please feel free to contact me with any questions or concerns.

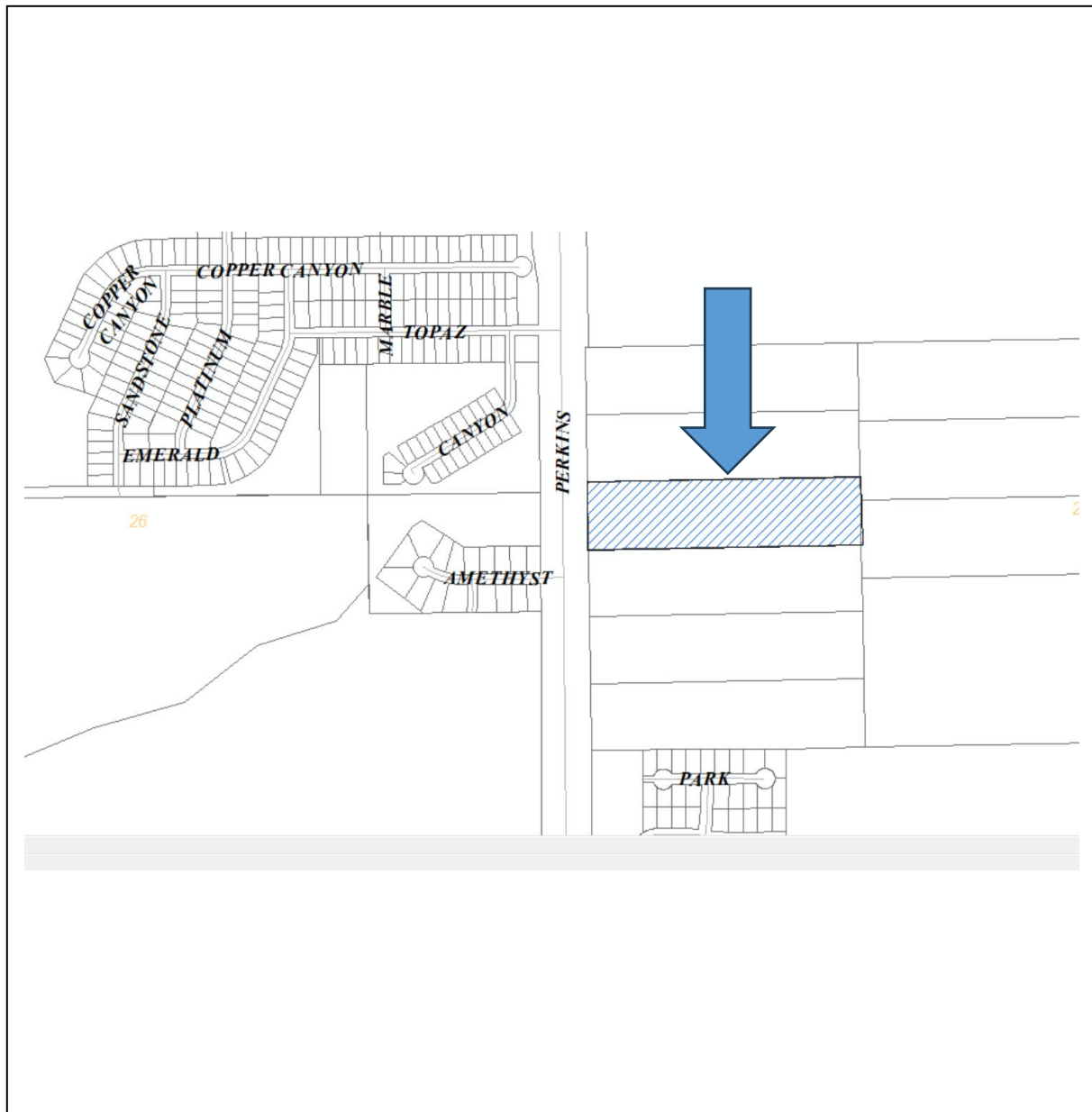
Sincerely,

A handwritten signature in black ink, appearing to be 'C. Kindt', with a long horizontal flourish extending to the right.

Cathy Kindt

Cell # (580) 695-1605

cathykindtaprn@gmail.com



*Stillwater* OKLAHOMA  
stillwaterok.gov

**Project Type:** SEPC25-01  
**Request:** Sp. Exception to Planning Commission to Ch. 23, Sec. 23-356.d for sidewalk requirements  
**Address:** 5823 N. Perkins Road

**Date of Meeting:** October 7, 2025

**Subject:** Specific Use Permit: 1525 S Western Road

**Purpose of Report:** The applicant, Thrill Seekers Properties LLC, requests review and approval of a Specific Use Permit to allow Health Care and Social Assistance at the property addressed as 1525 S Western Road.

**Background:** The subject property is located east of Western Road, and one half of a mile north of 19<sup>th</sup> Avenue. The property is platted as Lot 7, Fountain Square Addition and currently vacant. The applicant requests review and approval of a Specific Use Permit to allow Health Care and Social Assistance at the property addressed as 1525 S Western Road.

The property is zoned Commercial Shopping (CS), and Health Care and Social Assistance are allowed with a specific use permit in the CS district. The applicant is requesting to construct a new Kidney Dialysis Treatment Clinic, as shown on the attached exhibit.

**Application Processing Information:**

Owner – Fountain Square Group LLC

Applicant – Thrill Seekers Properties LLC

Notice – Letters mailed to property owners within 300 feet and notice in the NewsPress

**Processing Track:**

Submittal Date – August 20, 2025

Planning Commission – October 7, 2025

City Council – November 3, 2025

**Project/Site Design Data/Details:**

Zoning – Commercial Shopping (CS)

Existing Use – Vacant

Proposed Use – Health Care and Social Assistance

Total Lot size – ~ 0.4 acres

**Adequate Public Facilities Findings/Improvements:**

- Streets/Traffic: The property currently has access to South Western Road.
- Transit Facilities/Bike Lanes or Trails/Sidewalks: Sidewalks are currently available along Western Road. OSU Transit Services – the Brown Route runs along Western, with stops just north of the proposed development.
- Water Service: City water service is available.
- Sanitary Sewer Service: City sewer is available.
- Electric: City electric is available

**Discussion:** The applicant requests review and approval of a Specific Use Permit to allow Health Care and Social Assistance at the property addressed as 1525 S Western Road. The Future Land

Use Map in the comprehensive plan calls for commercial use at this location. The proposed specific use permit aligns with the comprehensive plan.

**Findings:**

1. The Land Development Code allows Health Care and Social Assistance in the RSS District with a specific use permit.
2. The proposed Kidney Dialysis Treatment Clinic aligns with the Comprehensive Plan, which calls for Commercial uses at the subject property location.

**Alternatives:**

1. Accept findings and recommend that the City Council approve the specific use permit as presented.
2. Find that the specific use permit is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the specific use permit.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

**Recommendation:**

Staff recommends Alternative 1.

**Prepared by:**

**Reviewed by:**

**Date of Preparation:**

**Attachments:**

**Map Designation:**

Henry Bibelheimer, Senior Planner  
David Barth, Development Services Director  
Joshua Brown, Development Coordinator  
Cindy Gibson, Administrative Services Manager  
September 29, 2025  
Area Map, Application, Site Plan, Elevations  
SW



*Stillwater* OKLAHOMA  
stillwaterok.gov

**Project Type:** Specific Use Permit (SUP25-04)

**Request:** Health Care & Social Assistance in the Commercial Shopping (CS) District.

**Address:** 1525 S. Western Road

**CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT**  
**APPLICATION FOR REVIEW/ACTION**

**ZONING:**

- ☐ Map Amendment  
☐ Planned Unit Dev.  
    ☐ Preliminary  
    ☐ Final  
    ☐ Subdivision  
    ☐ Amendment  
☒ Specific Use Permit  
☐ Annexation

**SUBDIVISION:**

- ☐ Lot Split  
☐ Commercial Minor Subdivision  
☐ Minor Subdivision  
☐ Preliminary Plat  
☐ Final Plat

**OTHER:**

- ☐ Closing  
☐ Drainage Plans/Study  
☐ Drilling Permit  
☐ Improvement Plans  
☐ Right-of-Way Agreement  
☐ Small Business Permit  
☐ Text Amendment

**SITE PLANS:**

- ☐ Minor Amendment  
☐ Final Drill Site Dev. Plan

Title of Subdivision/Plan/Use: Fountain Square Office Park  
Owner(s) of Property: Fountain Square Group LLC  
Owner(s) Address: 1120 N Duck, Suite B. Stillwater, OK 74075  
Owner(s) Phone/Fax/Email: 405.743.7873  
Applicant/Developer of Property: Thrill Seekers Properties LLC  
Applicant/Developer Address: 3366 NW Expressway, Bldg D, Suite 550. OKC, OK 73122  
Applicant/Developer Phone/Fax/Email: 405.795.6245 / Drew@JamesCompany.CO  
Design Engineer address/phone/fax/email & Registration No.: n/a

Surveyor address/phone/fax/email & Registration No.: Golden Land Surveying  
405.849.6010 / troy@goldenls.com / #1745

Address or Description of Property to be Subdivided/Developed: 1525 S Western Stillwater, OK 74074

Original Tract Deed Book and Page Number: Book 1411 Page 757  
Number of Acres in Development: 0.3987 Acres  
Number of Lots Created: No new lots created  
Current Zoning/Requested Zoning: CS - CS with health care and social assistance use  
Reason for zoning request/use permit/map amendment (describe project):  
Developer is proposing to build a Kidney dialysis treatment clinic  
and is requesting Specific Use Permit to allow for health care facility use

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

[Signature] 07.30.25  
Applicant/Preparer Date

[Signature] 07.30.25  
Owner/Agent (with documentation) Date

Applicant/Preparer Date

Owner/Agent (with documentation) Date

**For City of Stillwater Use Only:**

CASE NO#: \_\_\_\_\_

Submission Date: Complete 08.21.2025 Processing Tract: IRC 09.03.25, PC TBD, CC TBD

Approval Date: \_\_\_\_\_ Fees: \_\_\_\_\_ Number of Copies: \_\_\_\_\_



**City of Stillwater  
Specific Use Permit (SUP)  
Chapter 23, Article 6, Division 7**

**Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM**  
**Per Resolution CC-2007-16**

Because the uses identified as requiring specific use permits are more intense or have a greater impact than those permitted by right, such uses shall be evaluated based upon their ability to locate next to less intensive uses. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

| APPLICANT | REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                        | CITY |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|           | <b>Section 23-180</b>                                                                                                                                                                                                                                                                                                                                                                                               |      |
| Included  | COMPLETED APPLICATION FORM AND CHECKLIST                                                                                                                                                                                                                                                                                                                                                                            | JB   |
| Mailed    | FILING FEE: NEW CONSTRUCTION @ \$350.00 PLUS \$0.01/SQ FOOT OF BUILDING OR EXISTING BUILDING @ \$250.00 SHALL BE PAID UPON VERIFICATION OF COMPLETE SUBMITTAL.                                                                                                                                                                                                                                                      |      |
| Included  | A TYPEWRITTEN LIST, CERTIFIED BY A LICENSED ABSTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE SUBJECT PROPERTY AND AN ELECTRONIC/DIGITAL COPY CAPABLE OF BEING REPRODUCED AS MAILING LABELS. THE OWNERSHIP LIST SHALL NOT HAVE BEEN PREPARED MORE THAN 30 DAYS PRIOR TO SUBMISSION OF APPLICATION. <a href="mailto:digitals@stillwaterok.gov">digitals@stillwaterok.gov</a> | JB   |
| Included  | TYPED LEGAL DESCRIPTION EMAILED TO <a href="mailto:digitals@stillwater.org">DIGITALS@STILLWATER.ORG</a>                                                                                                                                                                                                                                                                                                             | JB   |
| Included  | COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS                                                                                                                                                                                                                                                                                                                                                                  | JB   |
| Included  | BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN ABUTTING A RESIDENTIAL DISTRICT.                                                                                                                                                                                                                                                                                                                        | JB   |
| Included  | ELECTRONIC PDF DRAWING, EMAILED TO <a href="mailto:digitals@stillwater.org">DIGITALS@STILLWATER.ORG</a> shall show the following:                                                                                                                                                                                                                                                                                   | JB   |
| Included  | a. Dimensions of the site, including easements and rights-of-way, and location with respect to streets and adjacent properties;                                                                                                                                                                                                                                                                                     |      |
| Included  | b. Dimension of buildings and location with respect to property boundaries;                                                                                                                                                                                                                                                                                                                                         |      |
| Included  | c. Location and type of existing and proposed outdoor features such as signs, fences, landscaping, or outdoor light fixtures;                                                                                                                                                                                                                                                                                       |      |
| Included  | d. Location, arrangement, and dimensions of off-street parking and loading spaces and access drives;                                                                                                                                                                                                                                                                                                                |      |
| n/a       | e. Number of residential dwelling units, if any, per structure;                                                                                                                                                                                                                                                                                                                                                     |      |
| n/a       | f. Any other physical features or characteristics which may be unique to the property or particular use proposed;                                                                                                                                                                                                                                                                                                   |      |
| n/a       | g. Existing use of abutting/adjoining properties                                                                                                                                                                                                                                                                                                                                                                    |      |
| Included  | h. Existing zoning of the subject property and the abutting/adjoining properties;                                                                                                                                                                                                                                                                                                                                   |      |
| Included  | i. Location of existing and proposed public utilities                                                                                                                                                                                                                                                                                                                                                               |      |
| Included  | j. Distance from any public place as defined in Oklahoma Administrative Code Title 310, Chapter 681 (Per Ordinance No. 3416)                                                                                                                                                                                                                                                                                        |      |
| n/a       | COPY OF OKLAHOMA STATE DEPARTMENT OF HEALTH MEDICAL MARIJUANA LICENSE FOR<br><input type="checkbox"/> COMMERCIAL GROWER<br><input type="checkbox"/> PROCESSING/MANUFACTURING<br><input type="checkbox"/> DISPENSARY/RETAIL (PER ORDINANCE NO. 3416)                                                                                                                                                                 | N/A  |
| Included  | FINAL DRAINAGE STUDY AND FINAL DRAINAGE PLAN (ARTICLE 19)                                                                                                                                                                                                                                                                                                                                                           | JB   |



**City of Stillwater  
Specific Use Permit (SUP)  
Chapter 23, Article 7, Division 7**

| <b>INFORMATIONAL</b>                                                                                    |  |
|---------------------------------------------------------------------------------------------------------|--|
| Required fire flows. Appendix B (2009 IFC)                                                              |  |
| Hydrant spacing Section 507.5 and Appendix C (2009 IFC)                                                 |  |
| Sprinkler requirements, Section 903 (IFC)                                                               |  |
| Annual Inspections will occur to verify continual compliance with the conditions of approval of the SUP |  |

**Certification:** I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

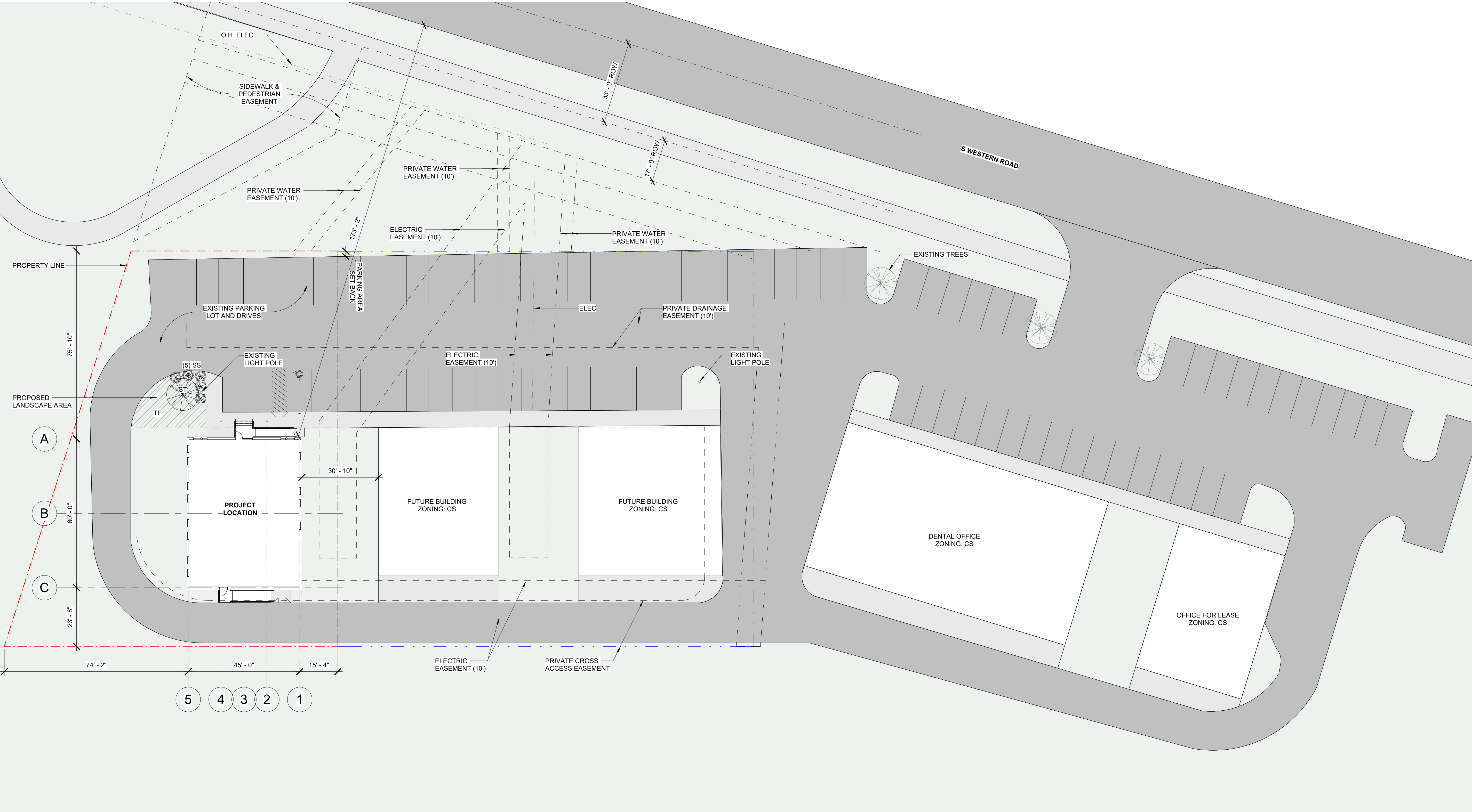


Preparer's Signature

07.30.25

Date

6/19/2025 12:47:19 PM



**ZONING:**  
ZONING TYPE CS  
ZONING TYPE DESC COMMERCIAL SHOPPING  
ZONING PZ 16-2089  
PARCEL ID 19N02E-22-3-SF412-000-0007

**SIGNAGE AND SPECIALTY FEATURES:**

- NO MONUMENT SIGNS
- BUILDING SIGNAGE AND EXTERIOR LIGHTING ON THE WEST SIDE OF THE BUILDING
- EXTERIOR LIGHTING ON THE EAST SIDE OF THE BUILDING
- NO FENCING
- NO RESIDENTIAL DWELLING UNITS

**LANDSCAPING:**  
THE ENTIRE SITE IS WITHIN A 100 YEAR FLOODPLAIN AND THEREFORE, THE DEVELOPED PORTION OF THE LOT SHALL BE CONSIDERED THE ENTIRE PIECE OF PROPERTY BEING DEVELOPED.

- PROPERTY BEYOND ANY NORMAL SETBACK REQUIREMENTS WHICH LIES WITHIN A 100-YEAR FLOODPLAIN, OR OTHER DRAINAGE CHANNELS, AND WHICH WILL NOT BE FUNCTIONING AS PART OF THE DETENTION OR COMPENSATORY REQUIREMENTS OF THE SITE, MAY BE DESIGNATED, IN WHOLE OR IN PART, AS PART OF THE DEVELOPED AREA BY THE APPLICANT PROVIDED THAT A SUFFICIENT AMOUNT OF LANDSCAPE AREA IS DISTRIBUTED ACROSS THE ENTIRE SITE. BECAUSE EACH SITE WILL BE DIFFERENT, IT WILL BE UP TO THE APPLICANT AND STAFF TO AGREE ON WHAT IS SUFFICIENT IN A GIVEN CASE. IN GENERAL, STAFF WILL BE LOOKING TO SEE THAT THE INTENT OF THIS CHAPTER IS BEING MET AND THAT LANDSCAPING WILL NOT BE CONCENTRATED AWAY FROM PUBLIC PORTIONS OF THE SITE. WHEN AN AGREEMENT CANNOT BE REACHED, THE PLANNING COMMISSION SHALL MAKE THE FINAL DETERMINATION.

**1** SITE PLAN  
1" = 20'-0"

PROJECT NAME:  
KIDNEY SPECIALISTS OF CENTRAL OKLAHOMA  
PROJECT NO:  
25011  
STATUS:  
CONSTRUCTION DOCUMENTS

KEYED NOTES

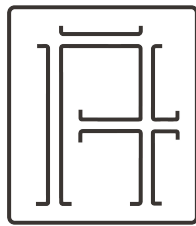
KEY NOTE



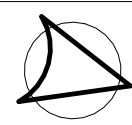
REVISIONS

| NO. | DESCRIPTION            | DATE    |
|-----|------------------------|---------|
| 01  | CONSTRUCTION DOCUMENTS | 5/12/25 |
| 02  | SPECIAL USE PERMIT     | 6/19/25 |

ARCHITECT:  
AVERY SLAVIN COPELAND  
PRINCIPAL | STUDIO A, LLC



CLIENT:  
KIDNEY SPECIALISTS OF CENTRAL OKLAHOMA  
LOCATION:  
1525 S WESTERN RD STILLWATER, OK 74074



DRAWING NAME:  
SITE PLAN  
DRAWING SCALE: 1" = 20'-0"  
JOB NO: 25011  
SHEET SIZE: 24" X 36"  
DATE: 6/13/25  
DRAWN BY: AS  
REVISION: 02  
A090



## MEMORANDUM

DATE: October 7, 2025  
TO: Stillwater Planning Commission  
FROM: Henry Bibelheimer, Senior Planner  
SUBJECT: Short-Term Rental (STR-0217) Application Review – 902 E. Lauren Lane

Under the recent Ordinance 3435, short-term rentals (STR) are to be licensed with the City if located within RSL, RSS, or RT zoning districts. As part of the licensing process, property owners within 300-feet of the subject property are notified of the STR application and have 30-days within which to file an appeal to the licensing.

At this time, objections(s) have been filed on STR application requests:

- **902 E. Lauren Lane** in the Small Lot Single-Family Residential (RSS) zoning district.

The Planning Commission is the hearing body for STRs. The hearings will be held as a Specific Use Permit hearing except there is no staff report or presentation. The criteria by which the Planning Commission is to review the STR applications is Section 23.180, attached with the consideration criteria highlighted. The applicant for the STR has the burden for their case.

A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.



|                                                                                   |                                                          |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|
|  | <p>Application for<br/>RESIDENTIAL SHORT-TERM RENTAL</p> |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|

Property Owner: CATARINA DE ARAUJO Mailing Address: 4820 COUNTRY CLUB Ct  
Stillwater, OK 74074

Owner Contact Information: Phone: 312-613-9042 Email: ARAUJOCAT4@GMAIL.COM

Property Management Contact Name: N/A

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Street Address: 902 LAUREN LN, Stillwater, OK 74075

Zoning Classification: RSS Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental. https://shorturl.at/zJpdlF

Required documents to be submitted with the residential short-term rental application.

| SUBMITTED BY<br>APPLICANT | DOCUMENT                                                                                                                                                                                                                                                                                                                 | VERIFIED BY<br>CITY |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| ✓                         | Completed Application form                                                                                                                                                                                                                                                                                               |                     |
| ✓                         | Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission. |                     |
| ✓                         | Initial application fee of \$100.00.<br>NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.                                                                                                                                                                    |                     |
| ✓                         | Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.                                                                                                                                                                               |                     |
| ✓                         | Floorplan depicting the location of: <ul style="list-style-type: none"> <li>• Rooms provided for rent</li> <li>• Smoke detectors</li> <li>• Carbon monoxide detector</li> <li>• Fire extinguishers</li> </ul>                                                                                                            |                     |
| ✓                         | Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor ( <a href="#">Payne County Assessor website</a> )                                                                                                                   |                     |
| ✓                         | Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.                                                                                                                   |                     |

APPLICANT SIGNATURE: 

DATE: 8.11.2025

|                                             |                                                                           |                        |
|---------------------------------------------|---------------------------------------------------------------------------|------------------------|
| Date Application Received: <u>8-11-2025</u> | Application # <u>STR-0217</u>                                             | Received by: <u>JK</u> |
| 30-Day Objection Period: <u>9-12-2025</u>   | Objection Filed: <input type="checkbox"/> YES <input type="checkbox"/> NO | PC Hearing Date: _____ |
| Approval Date: _____                        | Denial Date: _____                                                        |                        |



Payne County Oklahoma Assessor's Office

600068198  
902 E Lauren Ln

De Araujo, Catarina  
902 Lauren Ln  
Stillwater OK 74075-8553

2025 Market Value  
\$249,370

KEY INFORMATION

|                   |                                     |                 |                        |
|-------------------|-------------------------------------|-----------------|------------------------|
| Parcel ID         | 19N02E-01-3-SL062-001-0009          |                 |                        |
| Land Size         | 1.00000                             | Land Unit       | Lot                    |
| Class             | UR                                  | School District | Stillwater Town (016T) |
| Exemption         | -                                   | Section         | 01                     |
| Township          | 19N                                 | Range           | 02E                    |
| Neighborhood      | Stillwater Northeast                |                 |                        |
| Legal Description | Lakeview Ridge, 1st Sec Blk 1 Lot 9 |                 |                        |

2025 APPRAISAL DETAILS

|                    |           |
|--------------------|-----------|
| Land Value         | \$30,000  |
| Building Value     | \$216,590 |
| Misc Imp Value     | \$2,780   |
| Total Market Value | \$249,370 |

SALES

| SALE DATE  | SALE PRICE | DEED BOOK | DEED PAGE | INSTRUMENT TYPE | GRANTOR                  |
|------------|------------|-----------|-----------|-----------------|--------------------------|
| 11/20/2024 | \$249,000  | 2832      | 760       | Warranty Deed   | ARNOLD, JACLYN S         |
| 01/29/2013 | \$140,000  | 2080      | 254       | Warranty Deed   | MIGROUP, INC             |
| 01/15/2013 | \$0        | 2074      | 151       | Quit Claim Deed | PARTNER DEVELOPMENT, LLC |
| 12/25/2012 | \$140,000  | 2080      | 252       | Warranty Deed   | HODGINS, DAVID J         |
| 05/19/2004 | \$124,500  | 1503      | 822       | Warranty Deed   | BADIYAN DEVELOPMENT, INC |
| 08/07/2003 | \$44,000   | 1445      | 734       | Warranty Deed   | CSTAR DEVELOPMENT, LLC   |

BUILDING DETAILS





| IMPROVEMENT TYPE         | UNITS/SQ FT | EST YEAR BUILT |
|--------------------------|-------------|----------------|
| Paving, Concrete         | 359         | 2010           |
| Paving, Concrete         | 558         | 2004           |
| Single 1-Story Fireplace | 1           | 2004           |

## YARD ITEMS

| DESCRIPTION             | TOTAL UNITS | YEAR BUILT | LENGTH | WIDTH | HEIGHT |
|-------------------------|-------------|------------|--------|-------|--------|
| Awning over Slab, Metal | 144         | 2010       | 12     | 12    | -      |

## LAND

| UNITS   | USE CODE | WIDTH | DEPTH | DESCRIPTION               | USE VALUE |
|---------|----------|-------|-------|---------------------------|-----------|
| 1.00000 | Lot      | 107   | 118   | NE Stillwater - Small Lot | \$30,000  |

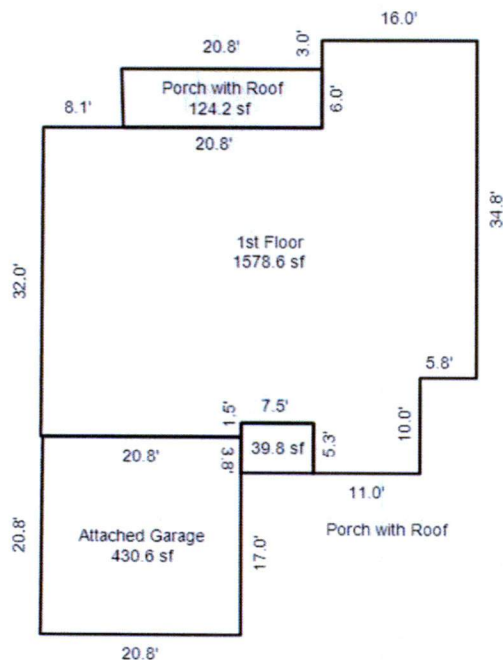


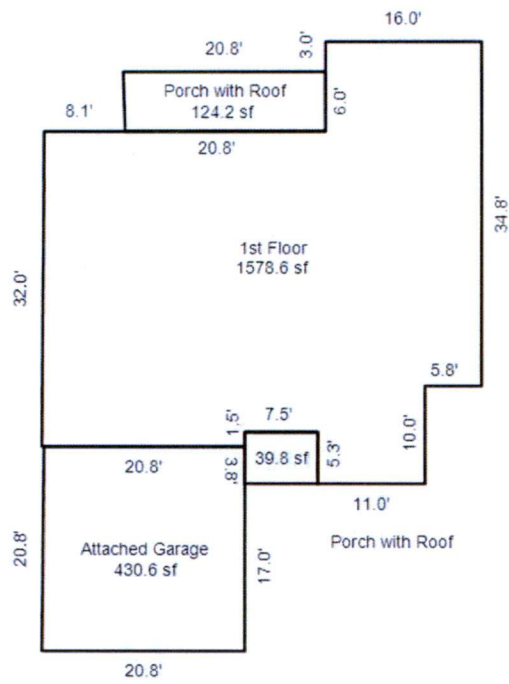
600068198 08/11/2022





|                      |                         |                |                     |
|----------------------|-------------------------|----------------|---------------------|
| Type                 | Single-Family Residence | Style          | One Story           |
| Finished Living Area | 1,579 sf                | Basement       | -                   |
| Quality              | Average                 | Condition      | Average             |
| Year Built           | 2004                    | Exterior Walls | Veneer, Brick       |
| Roof Cover           | Composition Shingle     | HVAC           | Warmed & Cooled Air |
| Bedrooms             | 3                       | Full Bath      | 2                   |
| Half Bath            | 0                       | Garage Type    | Attached Garage     |





Data last updated: 05/12/2025





Account > Taxes > Catarina Cavalcanti de Araujo

# Catarina Cavalcanti de Araujo

## Form W-9

Date submitted

Jun 10, 2025

Tax country/region

United States

Tax classification

Individual / sole proprietor

Tax ID number

\*\*\*-\*\*-\*\*52

Address

4820 Country Club Court, Stillwater, Oklahoma, US, 74074

Update tax info

*Catarina de Araujo*

## Form 1099

A Form 1099 is issued each calendar year when the taxpayer's gross earnings meet IRS reporting thresholds. [Learn more](#)

No tax document(s) issued

*[Signature]*  
8/11/2025

Need help?





Catarina DeAraujo <araujocat4@gmail.com>

---

## The taxpayer info you submitted is valid

---

Airbnb <automated@airbnb.com>

Mon, Jun 9, 2025 at 10:00 PM

To: araujocat4@gmail.com



# We validated your tax info

Your US taxpayer info has been successfully validated and no further action is required at this time.

Thank you.

## Learn more

[US income tax reporting overview](#)

[Changing your taxpayer information](#)

[Frequently asked questions about taxes](#)

Airbnb, Inc., 888 Brannan St, San Francisco, CA 94103, USA



**Smoke Detector Affidavit**

**PROPERTY ADDRESS:** 902 Lauren Lane  
Stillwater, OK 74074

This is to certify that smoke and carbon monoxide detectors have been installed and are in working condition in accordance at the following locations:

**SINGLE FAMILY HOME**

- ☒ Kitchen
- ☒ Living Area
- ☒ Master Bedroom
- ☒ Master Bathroom
- ☒ Bedroom #1
- ☒ Bedroom #2
- ☒ Hallway

**PROPERTY OWNER SIGNATURE:** [Signature]

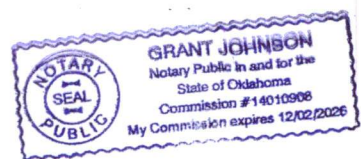
**WITNESS:** Bret McELROY

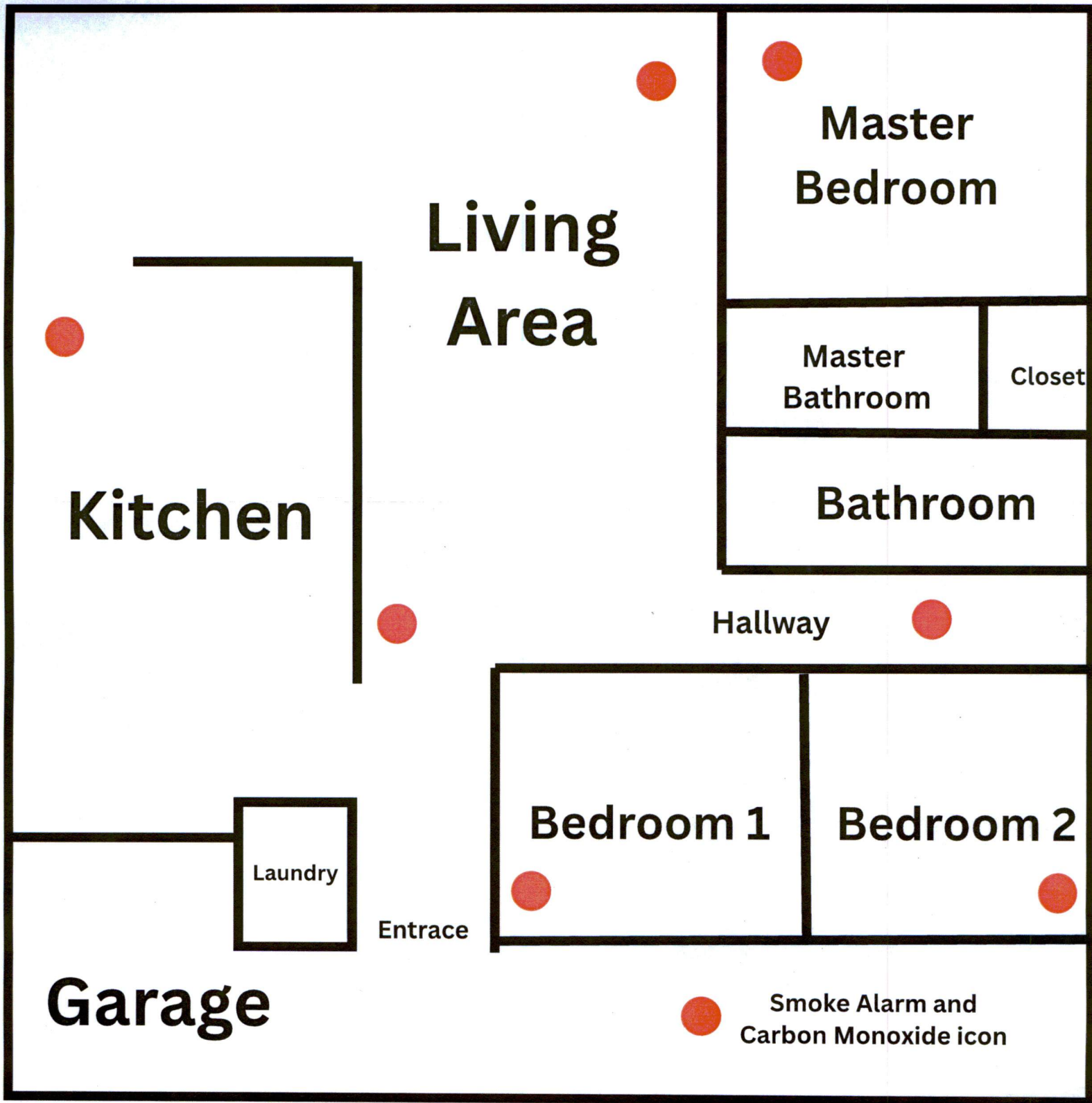
**NEW ADDRESS:** \_\_\_\_\_

**DATE:** 07/05/2025

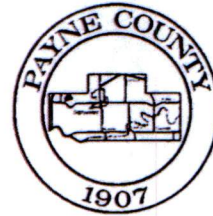
**SWORN AND SUBSCRIBED TO BEFORE ME THIS** 5<sup>th</sup> **DAY OF** July, 20

**NOTARY SIGNATURE:** [Signature]









## CERTIFICATE OF OWNERSHIP

Re: Account # 600068198  
Address: 902 E Lauren Ln

PAYNE COUNTY ASSESSOR'S OFFICE does hereby certify that every effort is made to produce and publish the most current and accurate ownership information possible. The ownership information reflects the tax roll of record owners per instrument filed in the Payne County Clerk's Office. Said ownership is located within the Three Hundred feet of the following described property, to-wit:

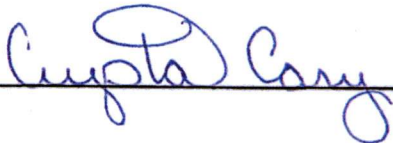
**Lot Nine (9), in Block One (1 ), LAKEVIEW RIDGE, FIRST SECTION a part of the South Half (S/2) of the South Half (S/2) of the Southwest Quarter (SW/4) of Section One (1 ), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, City of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof.**

Attached you will find the current year's tax roll list of ownership that is within the Three Hundred feet of described legal. The ownership information includes the owner's name, mailing address, legal description, and situs address of the property if available.

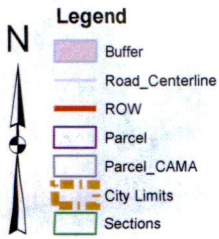
The Payne County Assessor's Office believes this information to be true and correct at the time of Certification; however, no liability is or can be assumed by the undersigned with reference to the interpretation or validity of an instrument. This report is finished and accepted with the specific understanding above set forth.

Dated the 8 day of August, 2025.

**PAYNE COUNTY ASSESSOR'S OFFICE**

BY: 

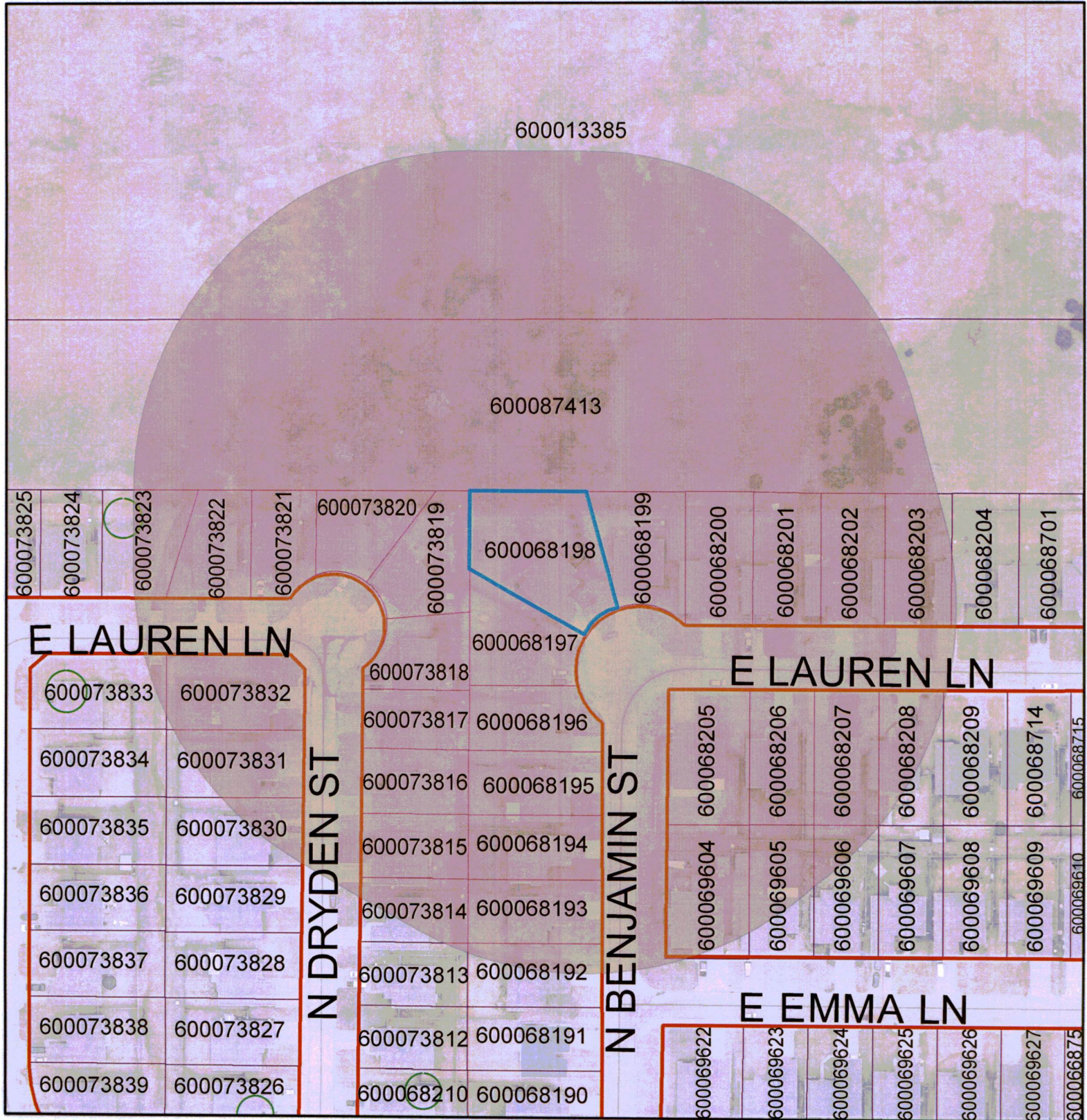




# Payne County

300' BUFFER

902 E Lauren Ln





| ParcelID  | Cadastral           | Owner1                             | Mailing                  | City          | State | ZipCode |
|-----------|---------------------|------------------------------------|--------------------------|---------------|-------|---------|
| 600068192 | SL062-001003-000000 | Winkler, Kaci G & Winkler, Garay A | 6669 S Victor Ave, # 102 | Tulsa         | OK    | 74136   |
| 600068193 | SL062-001004-000000 | Arguedas, Kimberly A & Gustavo A P | 2314 N Benjamin St       | Stillwater    | OK    | 74075   |
| 600068194 | SL062-001005-000000 | Longworth, Steven L & Margaret     | 5705 Lighthouse Dr       | Flower Mound  | TX    | 75022   |
| 600068195 | SL062-001006-000000 | Richey, James C & Mary E TTEE      | 13 Preston Cir           | Stillwater    | OK    | 74075   |
| 600068196 | SL062-001007-000000 | VIP Storage, LLC                   | 1899 E 6th Ave           | Stillwater    | OK    | 74074   |
| 600068197 | SL062-001008-000000 | Hamlin, John M & Denise D          | 2330 N Benjamin St       | Stillwater    | OK    | 74075   |
| 600068198 | SL062-001009-000000 | De Araujo, Catarina                | 902 Lauren Ln            | Stillwater    | OK    | 74075   |
| 600068199 | SL062-001010-000000 | Keith Austin Helt Trust            | 5911 E 80th Pl           | Tulsa         | OK    | 74136   |
| 600068200 | SL062-001011-000000 | Herzog, Eric & Hammer, Melinda     | 679 Bristlecone Dr       | Twin Falls    | ID    | 83301   |
| 600068201 | SL062-001012-000000 | Chesser, John                      | 3304 Red Maple Ln        | Moore         | OK    | 73170   |
| 600068202 | SL062-001013-000000 | Rollins, Hang & Travis             | 918 Lauren Ln            | Stillwater    | OK    | 74075   |
| 600068203 | SL062-001014-000000 | Price, Merrill L                   | 3617 Oak Bend Ct         | Bowling Green | KY    | 42104   |
| 600068204 | SL062-001015-000000 | Thompson, Lawson & Hannah Jo       | 1006 Lauren Ln           | Stillwater    | OK    | 74075   |
| 600068205 | SL062-002001-000000 | Plumer, Michael & Dena             | 11360 Ashdon Ln          | Frisco        | TX    | 75035   |
| 600068206 | SL062-002002-000000 | McLaren, Lance A & Vanessa         | 6716 S Gary Ave          | Tulsa         | OK    | 74136   |
| 600068207 | SL062-002003-000000 | Allee, Casey R                     | 4423 E 75th St           | Tulsa         | OK    | 74136   |
| 600068208 | SL062-002004-000000 | Ellis, Co-TTEE                     | 919 Lauren Ln            | Stillwater    | OK    | 74075   |
| 600068209 | SL062-002005-000000 | Binkley, Earl B & Robin L          | 14488 Timberline Dr      | Skatook       | OK    | 74070   |
| 600069604 | SL064-005001-000000 | Lee, Gertrude K                    | 908 Emma Ln              | Stillwater    | OK    | 74075   |
| 600069605 | SL064-005002-000000 | Bennett, Elizabeth B               | 912 Emma Ln              | Stillwater    | OK    | 74075   |
| 600069606 | SL064-005003-000000 | Brown, Randolph W                  | 916 Emma Ln              | Stillwater    | OK    | 74075   |
| 600069607 | SL064-005004-000000 | Mobbs, Michael R & Stephanie R     | 2564 S Forrest Hill Rd   | Atoka         | OK    | 74525   |
| 600073813 | SL065-007003-000000 | Price, Merrill L                   | 3617 Oak Bend Ct         | Bowling Green | KY    | 42104   |
| 600073814 | SL065-007004-000000 | Hendrick, Tyler J                  | 2313 N Dryden St         | Stillwater    | OK    | 74075   |
| 600073815 | SL065-007005-000000 | Reece, Lance A & Rebekah T         | 2317 N Dryden St         | Stillwater    | OK    | 74075   |
| 600073816 | SL065-007006-000000 | DDD Rentals, LLC                   | 50 NW Sandy Trail Ln     | Lawton        | OK    | 73505   |
| 600073817 | SL065-007007-000000 | Meng, Yuying                       | 716 Callaway Dr          | Allen         | TX    | 75013   |
| 600073818 | SL065-007008-000000 | Katy Belle Rentals, LLC            | 5929 W 53rd St           | Stillwater    | OK    | 74074   |
| 600073819 | SL065-007009-000000 | Hill, Larry P & Eva J              | PO Box 1372              | Stillwater    | OK    | 74076   |
| 600073820 | SL065-007010-000000 | Edgmon, Macie D & Jeffrey J Etal   | 182481 N 2610 Rd         | Walters       | OK    | 73572   |
| 600073821 | SL065-007011-000000 | Snow, Emily Renee                  | 818 E Lauren Ln          | Stillwater    | OK    | 74075   |

## PrimaryLoc

2310 N Benjamin StStillwater, OK 74075  
2314 N Benjamin StStillwater, OK 74075  
2318 N Benjamin StStillwater, OK 74075  
2322 N Benjamin StStillwater, OK 74075  
2326 N Benjamin StStillwater, OK 74075  
2330 N Benjamin StStillwater, OK 74075  
902 E Lauren LnStillwater, OK 74075  
906 E Lauren LnStillwater, OK 74075  
910 E Lauren LnStillwater, OK 74075  
914 E Lauren LnStillwater, OK 74075  
918 E Lauren LnStillwater, OK 74075  
922 E Lauren LnStillwater, OK 74075  
1006 E Lauren LnStillwater, OK 74075  
907 E Lauren LnStillwater, OK 74075  
911 E Lauren LnStillwater, OK 74075  
915 E Lauren LnStillwater, OK 74075  
919 E Lauren LnStillwater, OK 74075  
1003 E Lauren LnStillwater, OK 74075  
908 E Emma LnStillwater, OK 74075  
912 E Emma LnStillwater, OK 74075  
916 E Emma LnStillwater, OK 74075  
920 E Emma LnStillwater, OK 74075  
2309 N Dryden CtStillwater, OK 74075  
2313 N Dryden CtStillwater, OK 74075  
2317 N Dryden CtStillwater, OK 74075  
2321 N Dryden CtStillwater, OK 74075  
2325 N Dryden CtStillwater, OK 74075  
2329 N Dryden CtStillwater, OK 74075  
826 E Lauren LnStillwater, OK 74075  
822 E Lauren LnStillwater, OK 74075  
818 E Lauren LnStillwater, OK 74075



**LegalDescr**

Lakeview Ridge, 1st Sec Blk 1 Lot 3  
Lakeview Ridge, 1st Sec Blk 1 Lot 4  
Lakeview Ridge, 1st Sec Blk 1 Lot 5  
Lakeview Ridge, 1st Sec Blk 1 Lot 6  
Lakeview Ridge, 1st Sec Blk 1 Lot 7  
Lakeview Ridge, 1st Sec Blk 1 Lot 8  
Lakeview Ridge, 1st Sec Blk 1 Lot 9  
Lakeview Ridge, 1st Sec Blk 1 Lot 10  
Lakeview Ridge, 1st Sec Blk 1 Lot 11  
Lakeview Ridge, 1st Sec Blk 1 Lot 12  
Lakeview Ridge, 1st Sec Blk 1 Lot 13  
Lakeview Ridge, 1st Sec Blk 1 Lot 14  
Lakeview Ridge, 1st Sec Blk 1 Lot 15  
Lakeview Ridge, 1st Sec Blk 2 Lot 1  
Lakeview Ridge, 1st Sec Blk 2 Lot 2  
Lakeview Ridge, 1st Sec Blk 2 Lot 3  
Lakeview Ridge, 1st Sec Blk 2 Lot 4  
Lakeview Ridge, 1st Sec Blk 2 Lot 5  
Lakeview Ridge, 3rd Sec Blk 5 Lot 1  
Lakeview Ridge, 3rd Sec Blk 5 Lot 2  
Lakeview Ridge, 3rd Sec Blk 5 Lot 3  
Lakeview Ridge, 3rd Sec Blk 5 Lot 4  
Lakeview Ridge, 4th Sec Blk 7 Lot 3  
Lakeview Ridge, 4th Sec Blk 7 Lot 4  
Lakeview Ridge, 4th Sec Blk 7 Lot 5  
Lakeview Ridge, 4th Sec Blk 7 Lot 6  
Lakeview Ridge, 4th Sec Blk 7 Lot 7  
Lakeview Ridge, 4th Sec Blk 7 Lot 8  
Lakeview Ridge, 4th Sec Blk 7 Lot 9  
Lakeview Ridge, 4th Sec Blk 7 Lot 10  
Lakeview Ridge, 4th Sec Blk 7 Lot 11



**City of Stillwater**

\*\*\*Customer Receipt\*\*\*

8/11/2025

R17684

Job ID: STR-0217 - \$100.00

-

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00

NEW

Tender Detail:

Total Tendered: \$100.00

Total Paid CHECK

1053

\$100.00

---

Signature for credit card

*\*\*Thank you for your payment\*\**

| ParcelID  | Cadastral           | Owner1                             | Mailing                  | City          | State | ZipCode | PrimaryLoc                            | LegalDescr                          |
|-----------|---------------------|------------------------------------|--------------------------|---------------|-------|---------|---------------------------------------|-------------------------------------|
| 600068192 | SL062-001003-000000 | Winkler, Kaci G & Winkler, Garay A | 6669 S Victor Ave, # 102 | Tulsa         | OK    | 74136   | 2310 N Benjamin SStillwater, OK 74075 | Lakeview Ridge, 1st Sec Bk 1 Lot 3  |
| 600068193 | SL062-001004-000000 | Arguedas, Kimberly A & Gustavo A P | 2314 N Benjamin St       | Stillwater    | OK    | 74075   | 2314 N Benjamin SStillwater, OK 74075 | Lakeview Ridge, 1st Sec Bk 1 Lot 4  |
| 600068194 | SL062-001005-000000 | Longworth, Steven L & Margaret     | 5705 Lighthouse Dr       | Flower Mound  | TX    | 75022   | 2318 N Benjamin SStillwater, OK 74075 | Lakeview Ridge, 1st Sec Bk 1 Lot 5  |
| 600068195 | SL062-001006-000000 | Richey, James C & Mary E TTEE      | 13 Preston Cir           | Stillwater    | OK    | 74075   | 2322 N Benjamin SStillwater, OK 74075 | Lakeview Ridge, 1st Sec Bk 1 Lot 6  |
| 600068196 | SL062-001007-000000 | VIP Storage, LLC                   | 1899 E 6th Ave           | Stillwater    | OK    | 74074   | 2326 N Benjamin SStillwater, OK 74075 | Lakeview Ridge, 1st Sec Bk 1 Lot 7  |
| 600068197 | SL062-001008-000000 | Hamlin, John M & Denise D          | 2330 N Benjamin St       | Stillwater    | OK    | 74075   | 2330 N Benjamin SStillwater, OK 74075 | Lakeview Ridge, 1st Sec Bk 1 Lot 8  |
| 600068198 | SL062-001009-000000 | De Araujo, Catarina                | 902 Lauren Ln            | Stillwater    | OK    | 74075   | 2330 N Benjamin SStillwater, OK 74075 | Lakeview Ridge, 1st Sec Bk 1 Lot 9  |
| 600068199 | SL062-001010-000000 | Keith Austin Heit Trust            | 5911 E 80th Pl           | Tulsa         | OK    | 74136   | 906 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 1 Lot 10 |
| 600068200 | SL062-001011-000000 | Chesser, John                      | 679 Bristlecone Dr       | Twin Falls    | ID    | 83301   | 910 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 1 Lot 11 |
| 600068201 | SL062-001012-000000 | Rollins, Hang & Travis             | 3304 Red Maple Ln        | Moore         | OK    | 73170   | 914 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 1 Lot 12 |
| 600068202 | SL062-001013-000000 | Price, Merril L                    | 918 Lauren Ln            | Stillwater    | OK    | 74075   | 918 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 1 Lot 13 |
| 600068203 | SL062-001014-000000 | Thompson, Lawson & Hannah Jo       | 3617 Oak Bend Ct         | Bowling Green | KY    | 42104   | 922 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 1 Lot 14 |
| 600068204 | SL062-001015-000000 | Plummer, Michael & Denia           | 1006 Lauren Ln           | Stillwater    | OK    | 74075   | 1006 E Lauren LnStillwater, OK 74075  | Lakeview Ridge, 1st Sec Bk 1 Lot 15 |
| 600068205 | SL062-002001-000000 | McLaren, Lance A & Vanessa         | 11360 Ashdon Ln          | Frisco        | TX    | 75035   | 907 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 2 Lot 1  |
| 600068206 | SL062-002002-000000 | Allee, Casey R                     | 6716 S Gary Ave          | Tulsa         | OK    | 74136   | 911 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 2 Lot 2  |
| 600068207 | SL062-002003-000000 | Ellis, Co-TTEE                     | 4423 E 75th St           | Stillwater    | OK    | 74136   | 915 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 2 Lot 3  |
| 600068208 | SL062-002004-000000 | Price, Michael R & Stephanie R     | 919 Lauren Ln            | Skateok       | OK    | 74075   | 919 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 1st Sec Bk 2 Lot 4  |
| 600073814 | SL065-007003-000000 | Hobbs, Michael R                   | 14488 Timberline Dr      | Stillwater    | OK    | 74075   | 1003 E Lauren LnStillwater, OK 74075  | Lakeview Ridge, 1st Sec Bk 2 Lot 5  |
| 600073815 | SL065-007004-000000 | Hendrick, Tyler J                  | 916 Emma Ln              | Stillwater    | OK    | 74075   | 908 E Emma LnStillwater, OK 74075     | Lakeview Ridge, 3rd Sec Bk 2 Lot 1  |
| 600073816 | SL065-007005-000000 | Reece, Lance A & Rebekah T         | 912 Emma Ln              | Stillwater    | OK    | 74075   | 912 E Emma LnStillwater, OK 74075     | Lakeview Ridge, 3rd Sec Bk 2 Lot 2  |
| 600073817 | SL065-007006-000000 | DDO Rentals, LLC                   | 2317 N Dryden St         | Stillwater    | OK    | 74075   | 916 E Emma LnStillwater, OK 74075     | Lakeview Ridge, 3rd Sec Bk 2 Lot 3  |
| 600073818 | SL065-007007-000000 | Meng, Yueling                      | 50 NW Sandy Trail Ln     | Atoka         | KY    | 42104   | 920 E Emma LnStillwater, OK 74075     | Lakeview Ridge, 3rd Sec Bk 2 Lot 4  |
| 600073819 | SL065-007008-000000 | Katy Belle Rentals, LLC            | 716 Callaway Dr          | Bowling Green | KY    | 42104   | 2309 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 3  |
| 600073820 | SL065-007010-000000 | Hill, Larry P & Eva J              | 5929 W 53rd St           | Stillwater    | OK    | 74075   | 2313 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 4  |
| 600073821 | SL065-007011-000000 | Edgmon, Macie D & Jeffrey J Etal   | PO Box 1372              | Stillwater    | OK    | 75013   | 2321 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 5  |
| 600073822 | SL065-007012-000000 | Show, Emily Renee                  | 818 E Lauren Ln          | Stillwater    | OK    | 74074   | 2325 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 6  |
| 600073823 | SL065-007013-000000 | Lui, Hui Lin                       | 182481 N 2610 Rd         | Walters       | OK    | 74076   | 826 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 7  |
| 600073830 | SL065-008005-000000 | A & M Property Holdings, LLC       | 609 S 75th St            | Stillwater    | OK    | 73572   | 822 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 9  |
| 600073831 | SL065-008006-000000 | Bass, Joel S & Charity Hines       | 810 E Lauren Ln          | Broken Arrow  | OK    | 74075   | 818 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 10 |
| 600073832 | SL065-008007-000000 | Koechel, Keith & Angie ETAL        | 1904 Avondale St         | Stillwater    | OK    | 74075   | 810 E Lauren LnStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 11 |
| 600073833 | SL065-008008-000000 | Dahlgren, Jacqueline M             | 2406 Sunrise St          | Stillwater    | OK    | 74074   | 2316 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 12 |
| 600073834 | SL065-008009-000000 | Kerns, Robert O Trustee            | 11614 W Carrier Rd       | Carrier       | OK    | 73727   | 2320 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 13 |
| 600073835 | SL065-008010-000000 | Kerns, Robert O Trustee            | 2327 N Hartford Dr       | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 14 |
| 600073836 | SL065-008011-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 15 |
| 600073837 | SL065-008012-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 16 |
| 600073838 | SL065-008013-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 17 |
| 600073839 | SL065-008014-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 18 |
| 600073840 | SL065-008015-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 19 |
| 600073841 | SL065-008016-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 20 |
| 600073842 | SL065-008017-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 21 |
| 600073843 | SL065-008018-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 22 |
| 600073844 | SL065-008019-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 23 |
| 600073845 | SL065-008020-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 24 |
| 600073846 | SL065-008021-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 25 |
| 600073847 | SL065-008022-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 26 |
| 600073848 | SL065-008023-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 27 |
| 600073849 | SL065-008024-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 28 |
| 600073850 | SL065-008025-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 29 |
| 600073851 | SL065-008026-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 30 |
| 600073852 | SL065-008027-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 31 |
| 600073853 | SL065-008028-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 32 |
| 600073854 | SL065-008029-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 33 |
| 600073855 | SL065-008030-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 34 |
| 600073856 | SL065-008031-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 35 |
| 600073857 | SL065-008032-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 36 |
| 600073858 | SL065-008033-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 37 |
| 600073859 | SL065-008034-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 38 |
| 600073860 | SL065-008035-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 39 |
| 600073861 | SL065-008036-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 40 |
| 600073862 | SL065-008037-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 41 |
| 600073863 | SL065-008038-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 42 |
| 600073864 | SL065-008039-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 43 |
| 600073865 | SL065-008040-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 44 |
| 600073866 | SL065-008041-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 45 |
| 600073867 | SL065-008042-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 46 |
| 600073868 | SL065-008043-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 47 |
| 600073869 | SL065-008044-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 48 |
| 600073870 | SL065-008045-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 49 |
| 600073871 | SL065-008046-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 50 |
| 600073872 | SL065-008047-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 51 |
| 600073873 | SL065-008048-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 52 |
| 600073874 | SL065-008049-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 53 |
| 600073875 | SL065-008050-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 54 |
| 600073876 | SL065-008051-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 55 |
| 600073877 | SL065-008052-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 56 |
| 600073878 | SL065-008053-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 57 |
| 600073879 | SL065-008054-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 58 |
| 600073880 | SL065-008055-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 59 |
| 600073881 | SL065-008056-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 60 |
| 600073882 | SL065-008057-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 61 |
| 600073883 | SL065-008058-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 62 |
| 600073884 | SL065-008059-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 63 |
| 600073885 | SL065-008060-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 64 |
| 600073886 | SL065-008061-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 65 |
| 600073887 | SL065-008062-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 66 |
| 600073888 | SL065-008063-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 67 |
| 600073889 | SL065-008064-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 68 |
| 600073890 | SL065-008065-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 69 |
| 600073891 | SL065-008066-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 70 |
| 600073892 | SL065-008067-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 71 |
| 600073893 | SL065-008068-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing Dr  | Stillwater    | OK    | 74075   | 2327 N Dryden CStillwater, OK 74075   | Lakeview Ridge, 4th Sec Bk 2 Lot 72 |
| 600073894 | SL065-008069-000000 | Kerns, Robert O Trustee            | 4111 W Deer Crossing     |               |       |         |                                       |                                     |

**Teresa Kadavy**

STR-0217

**From:** stephanie mobbs <mobbs6@yahoo.com>  
**Sent:** Monday, August 25, 2025 10:25 AM  
**To:** Teresa Kadavy  
**Subject:** 902 E Lauren Lane

CITY OF STILLWATER  
'25SEP2AM9:20

CITY CLERKS OFFICE

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

I am writing a refusal for rezoning to a short term rental on the 902 E Lauren Lane home in our residential area. I am a property owner at 902 Emma Lane.

Sincerely,  
Stephanie Mobbs

Sent from Yahoo Mail for iPhone



## MEMORANDUM

DATE: October 7, 2025  
TO: Stillwater Planning Commission  
FROM: Henry Bibelheimer, Senior  
SUBJECT: Short-Term Rental (STR-0218) Application Review – 2614 N Park Circle

Under the recent Ordinance 3435, short-term rentals (STR) are to be licensed with the City if located within RSL, RSS, or RT zoning districts. As part of the licensing process, property owners within 300-feet of the subject property are notified of the STR application and have 30-days within which to file an appeal to the licensing.

At this time, objections(s) have been filed on STR application requests:

- **2614 N. Park Circle** in the Small Lot Single-Family Residential (RSS) zoning district.

The Planning Commission is the hearing body for STRs. The hearings will be held as a Specific Use Permit hearing except there is no staff report or presentation. The criteria by which the Planning Commission is to review the STR applications is Section 23.180, attached with the consideration criteria highlighted. The applicant for the STR has the burden for their case.

A question of private restrictions/covenants is likely to arise. The City cannot enforce private restrictions/covenants but the Planning Commission can give weight to them as part of the deliberative process.



62

Application for  
RESIDENTIAL SHORT-TERM RENTAL

Property Owner: 2614 N. PARK CPT DR Mailing Address: PO Box 439  
HENNESSEY, OK 73742

Owner Contact Information: Phone: 405.612.6763 Email: DARREN.A.CASSEL@GMAIL.COM

Property Management Contact Name: DARREN CASSEL  
 Phone: 405.612.6763 Email: DARREN.A.CASSEL@GMAIL.COM

Property Street Address: 2614 N. PARK CR

Zoning Classification: RSS Number of Bedrooms Offered for Rent: 3

URL for an advertisement of the rental. AIRBNB.COM

Required documents to be submitted with the residential short-term rental application.

| SUBMITTED BY<br>APPLICANT | DOCUMENT                                                                                                                                                                                                                                                                                                                 | VERIFIED BY<br>CITY |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                           | Completed Application form                                                                                                                                                                                                                                                                                               |                     |
|                           | Typewritten list & electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, licensed abstractor, attorney, engineer or architect, of all property owners within 300 feet of the subject property. List shall be prepared no more than 30 days prior to submission. | EMAIL TO FOLLOW     |
|                           | Initial application fee of \$100.00.<br>NOTE: Licenses expire January 31 of each year or upon change of ownership. The annual renewal fee is \$10.00.                                                                                                                                                                    | ✓                   |
|                           | Completed Notarized Affidavit form verifying working smoke detectors, working carbon monoxide detector, and functioning fire extinguisher.                                                                                                                                                                               | ✓                   |
|                           | Floorplan depicting the location of: <ul style="list-style-type: none"> <li>• Rooms provided for rent</li> <li>• Smoke detectors</li> <li>• Carbon monoxide detector</li> <li>• Fire extinguishers</li> </ul>                                                                                                            | ✓                   |
|                           | Proof of Ownership by either a recorded deed, a recorded homestead exemption, or a screenshot of the ownership record from the Payne County Assessor ( <a href="#">Payne County Assessor website</a> )                                                                                                                   | ✓                   |
|                           | Sales Tax Permit issued by State of Oklahoma or evidence tax collection is done by a rental agent. Evidenced by either a completed and executed contract or notarized statement from the rental agent.                                                                                                                   | ✓                   |

APPLICANT SIGNATURE: [Signature]

DATE: 8/14/25

|                                           |                                                                                      |                        |
|-------------------------------------------|--------------------------------------------------------------------------------------|------------------------|
| Date Application Received: <u>8-14-25</u> | Application # <u>STR-0218</u>                                                        | Received by: <u>AL</u> |
| 30-Day Objection Period: <u>9-18-25</u>   | Objection Filed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | PC Hearing Date: _____ |
| Approval Date: _____                      | Denial Date: _____                                                                   |                        |

**City of Stillwater**

**\*\*\*Customer Receipt\*\*\***

8/14/2025

R17709

Job ID: STR-0218 - \$100.00  
2614 N PARK CIR -

SHORT TERM RENTAL

SHORT TERM RENTAL- \$100.00  
NEW

Tender Detail:

Total Tendered: \$100.00

Total Paid CHECK

188

\$100.00

---

Signature for credit card

**\*\*Thank you for your payment\*\***



# GENERAL AFFIDAVIT

STATE OF OKLAHOMA

COUNTY OF PAYNE

PERSONALLY came and appeared before me, the undersigned Notary, the within named DARREN CASSEL, who is a resident of PAYNE County, State of OKLAHOMA, and makes this his/her statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts and things set forth are true and correct to the best of his/her knowledge:

Smoke detectors, carbon monoxide detectors and fire extinguishers are in working order as of the date this affidavit is signed.

DATED this the 14 day of AUGUST, 2015  
D. x / inf  
Signature of Affiant

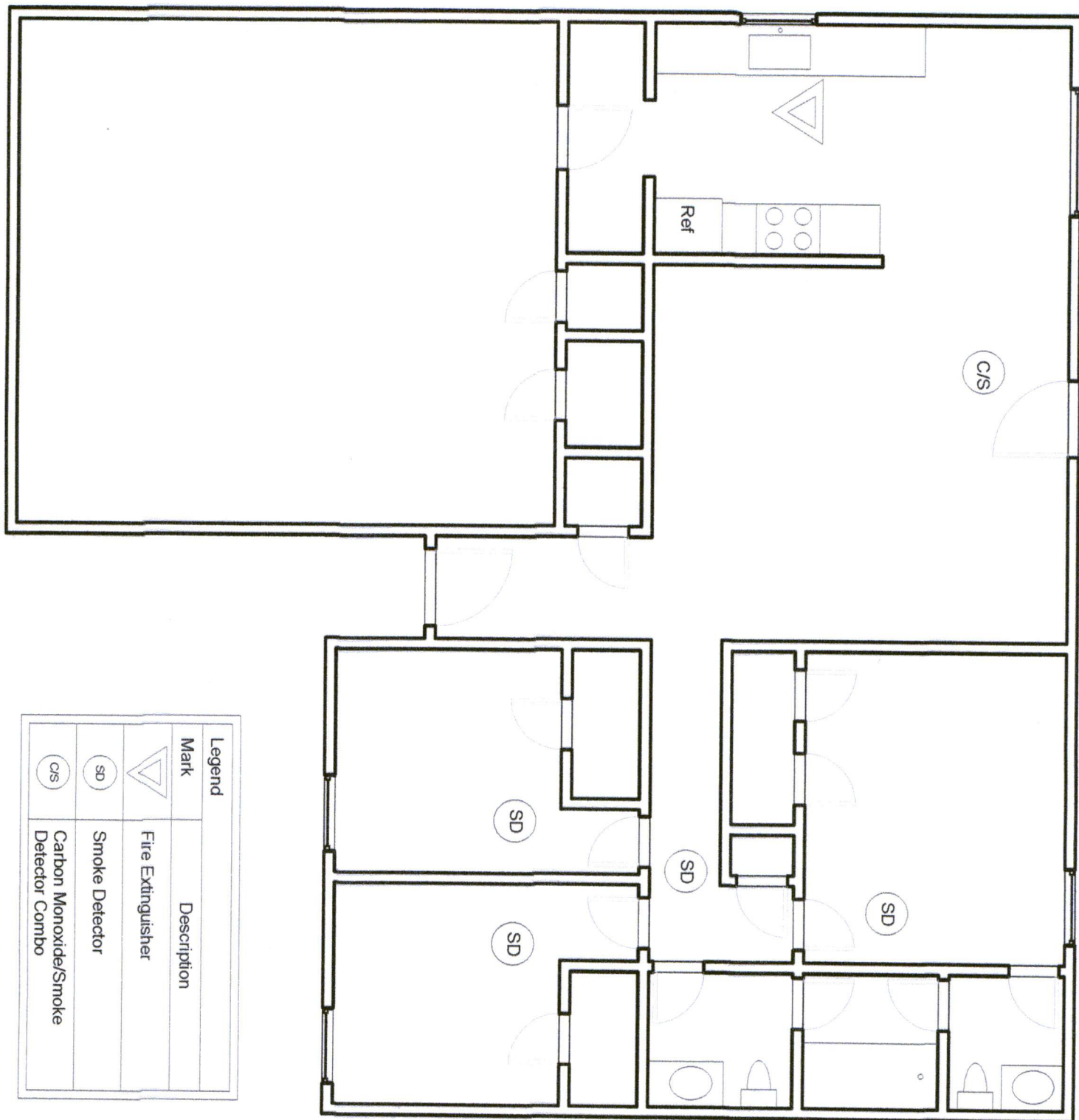
SWORN to subscribed before me, this 14<sup>th</sup> day 1<sup>st</sup> August, 20 25

Virginia Moran  
NOTARY PUBLIC



My Commission Expires:

05-31-26



| Legend                                                                              |                                      |
|-------------------------------------------------------------------------------------|--------------------------------------|
| Mark                                                                                | Description                          |
|  | Fire Extinguisher                    |
|  | Smoke Detector                       |
|  | Carbon Monoxide/Smoke Detector Combo |

2614 N. Park Circle

Mailing Address: 120 S. Main Hennessey Oklahoma 73742  
Documentary Stamps: \$106.50

## GENERAL WARRANTY DEED [OKLAHOMA STATUTORY FORM]



THIS INDENTURE made this 20<sup>th</sup> day of December, 2018, between Heather L. Moore, a single person, party of the first part, hereinafter called party grantor and 2614 N. Park Circle Trust, party of the second part, hereinafter called party grantee.

WITNESSETH: That in consideration of the sum of TEN DOLLARS, (\$10.00), receipt of which is hereby acknowledged, said party grantor does, by these presents, grant, bargain, sell and convey unto said party grantee, its heirs and assigns, all of the following described real estate, situated in the County of Payne, State of Oklahoma:

Lot Ten (10), in Block Seven (7), LAKESHORE ESTATES, SECTION 3, a part of the Southeast Quarter (SE/4) of Section Two (2), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, according to the recorded plat thereof

a/k/a 2614 N. Park Circle, Stillwater, OK 74075  
PID: 19N02E-02-2-SL034-007-0010

TO HAVE AND TO HOLD THE SAME, together with all singular the tenements, hereditaments and appurtenances thereto belonging or in otherwise appearing forever.

And said party grantor, her heirs, executors and administrators do hereby covenant, promise and agree to and with said party grantee, at the delivery of these presents that she is lawfully seized in her own right of an absolute and indefeasible estate of inheritance in fee simple, of and in all and singular the above granted and described premises, with the appurtenances; that the same are free, clear, and discharged and unencumbered of and from all former and other grants, titles, charges, estates, judgments, taxes, assessments and encumbrances, of whatsoever nature and kind, EXCEPT: a Mortgage executed by Heather L. Moore, in favor of Arvest Mortgage Company, in the amount of Seventy-Nine Thousand Nine Hundred and 00/100 Dollars (\$79,900.00), Dated April 23, 2012, Filed April 25, 2012, in Book 2015, at Pages 974-988, and Easements, minerals and building restrictions of record and special assessments not yet due; and that party grantor will WARRANT AND FOREVER DEFEND the same unto the said party grantee, its heirs and assigns, against said party grantor, her heirs or assigns, and all and every person or persons whomsoever lawfully claiming or to claim the same.

TRUE TITLE AND ESCROW, INC  
5110 S YALE AVE STE 435  
TULSA, OKLAHOMA 74135

lww.  
106.50  
10  
5



IN WITNESS WHEREOF, the said party grantor has hereunto set her hand the day and year above written.

Heather L. Moore  
Heather L. Moore

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF TULSA )

Before me, the undersigned, a Notary Public, in and for said County and State, on this 20 day of December, 2018, personally appeared Heather L. Moore, to me known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I hereunto set my official signature and affixed my notarial seal the day and year last above written.

David M. Dryer  
Notary Public

My Commission Expires: 1/27/22



## Rules

## Occupancy tax collection and remittance by Airbnb in Oklahoma

### State of Oklahoma

Guests who book Airbnb listings that are located in the State of Oklahoma will pay the following taxes as part of their reservation:

- **Oklahoma Sales Tax:** 4.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- **Local Sales and Use Tax:** The local sales and use tax rates vary by city and county. The rate is typically 1.0%-5.5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.
- **State-Administered Local Lodging Tax:** The local lodging tax rates vary by city and county. The rate is typically 5% of the listing price including any cleaning fees. For detailed information, visit the [Oklahoma Tax Commission](#) website.

### Oklahoma City

Guests who book Airbnb listings that are located in Oklahoma City, OK, will pay the following tax as part of their reservation:

- **Hotel Tax:** 9.25% of the listing price including any cleaning fees, for reservations 29 nights and shorter. Whether tax is collected depends on the number of bedrooms in a listing. For detailed information, visit the [Finance Department](#) website.

### Tulsa

Guests who book Airbnb listings that are located in the City of Tulsa, Oklahoma will pay the following tax as part of their reservation:

- **Lodging Tax:** 5% of the listing price including any cleaning fees, for reservations 29 nights and shorter. For detailed information, visit the [City of Tulsa Lodging Tax](#) website.

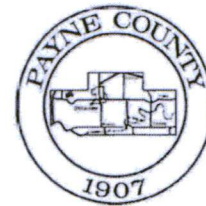
Find out more about [how occupancy tax collection and remittance by Airbnb works](#).

Note: Hosts located in these areas are responsible for assessing all other tax obligations, including state and city jurisdictions. Hosts with listings in these areas should also review their agreement with Airbnb under the [Terms of Service](#) and familiarize themselves with the Occupancy Tax provisions which allow us to collect and remit taxes on their behalf and explains how the process works. Under those provisions, hosts instruct and authorize Airbnb to collect and remit Occupancy Taxes on their behalf in jurisdictions where Airbnb decides to facilitate such collection. If a host believes applicable laws exempt the host from collecting a tax that Airbnb collects and remits on the host's behalf, the host has agreed that, by accepting the reservation, the host is waiving that exemption. If a host does not want to waive an exemption the host believes exists, the host should not accept the reservation.

Did this article help? ☒ Yes ☐ No

2614 N PARK CIR  
8/14/25  
JRK

**Jason Gomez**  
Payne County Assessor



---

**CERTIFICATE OF OWNERSHIP**

Re: Account # 600020673  
Address: 2614 N Park Cir

PAYNE COUNTY ASSESSOR'S OFFICE does hereby certify that every effort is made to produce and publish the most current and accurate ownership information possible. The ownership information reflects the tax roll of record owners per instrument filed in the Payne County Clerk's Office. Said ownership is located within the Three Hundred feet of the following described property, to-wit:

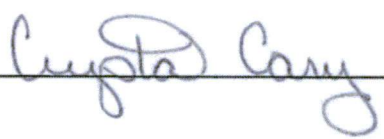
**Lot Ten (10), in Block Seven (7), LAKESHORE ESTATES, SECTION 3, a part of the Southeast Quarter (SE/4) of Section Two (2), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, according to the recorded plat thereof**

Attached you will find the current year's tax roll list of ownership that is within the Three Hundred feet of described legal. The ownership information includes the owner's name, mailing address, legal description, and situs address of the property if available.

The Payne County Assessor's Office believes this information to be true and correct at the time of Certification; however, no liability is or can be assumed by the undersigned with reference to the interpretation or validity of an instrument. This report is finished and accepted with the specific understanding above set forth.

Dated the 15 day of August, 2025.

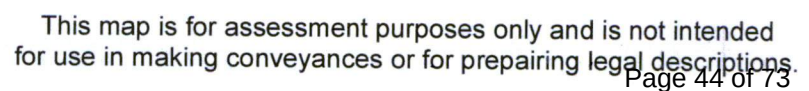
**PAYNE COUNTY ASSESSOR'S OFFICE**

BY: 



| ParcelID  | Cadastral           | Owner1                                                   | Mailing                | City       | State | Zip   | PrimaryLoc                           | LegalDescr                       |
|-----------|---------------------|----------------------------------------------------------|------------------------|------------|-------|-------|--------------------------------------|----------------------------------|
| 600021228 | SL030-001001-000000 | Russell, Maxine M & Louis R Co-TTEE                      | 205 S Stallard St      | Stillwater | OK    | 74074 | 524 E Liberty LnStillwater, OK 74075 | Lakeshore Est 1st Sec Bk1 Lot 1  |
| 600021225 | SL030-001002-000000 | Barnes, Robert W                                         | 3202 Live Oak Ln       | Stillwater | OK    | 74075 | 522 E Liberty LnStillwater, OK 74075 | Lakeshore Est 1st Sec Bk1 Lot 2  |
| 600021223 | SL030-001003-000000 | Russell, Maxine M & Louis R Co-TTEE                      | 205 S Stallard St      | Stillwater | OK    | 74074 | 520 E Liberty LnStillwater, OK 74075 | Lakeshore Est 1st Sec Bk1 Lot 3  |
| 600021221 | SL030-001004-000000 | Lori Womack Properties, LLC                              | 302 N Stallard St      | Stillwater | OK    | 74075 | 516 E Liberty LnStillwater, OK 74075 | Lakeshore Est 1st Sec Bk1 Lot 4  |
| 600020870 | SL032-006002-000000 | 121 Pratt Street, LLC                                    | 7515 S Sangre Rd       | Stillwater | OK    | 74074 | 422 E Liberty LnStillwater, OK 74075 | Lakeshore Est 2nd Sec Bk6 Lot 2  |
| 600020891 | SL032-006003-000000 | Cross, Walter L & Lamona C                               | 502 E Liberty Ave      | Stillwater | OK    | 74075 | 502 E Liberty LnStillwater, OK 74075 | Lakeshore Est 2nd Sec Bk6 Lot 3  |
| 600020889 | SL032-006004-000000 | Tucker, Marvin G & Deborah S                             | 100 Secretariat Ln     | Fairview   | TX    | 75069 | 508 E Liberty LnStillwater, OK 74075 | Lakeshore Est 2nd Sec Bk6 Lot 4  |
| 600020886 | SL032-006005-000000 | Click, Herbert Wesley                                    | 512 E Liberty Ave      | Stillwater | OK    | 74075 | 512 E Liberty LnStillwater, OK 74075 | Lakeshore Est 2nd Sec Bk6 Lot 5  |
| 600020883 | SL032-006006-000000 | Benton, Ryan L                                           | 514 E Liberty Ave      | Stillwater | OK    | 74075 | 514 E Liberty LnStillwater, OK 74075 | Lakeshore Est 2nd Sec Bk6 Lot 6  |
| 600020870 | SL034-005025-000000 | Brown, Michael R & Larisa (TOD)                          | 2610 N Park Dr         | Stillwater | OK    | 74075 | 2610 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 25 |
| 600020865 | SL034-005026-000000 | Warner, Daniel P & Carey Jo                              | 2612 N Park Dr         | Stillwater | OK    | 74075 | 2612 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 26 |
| 600020861 | SL034-005027-000000 | Boyd, Nolan Russell & Charlie                            | 2614 N Park Dr         | Stillwater | OK    | 74075 | 2614 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 27 |
| 600020857 | SL034-005028-000000 | Bel, James & Babb, Melissa                               | 349412 E 840 Rd        | Stroud     | OK    | 74079 | 2616 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 28 |
| 600020853 | SL034-005029-000000 | Clampet, Bobby R TTEE                                    | 7411 Idlewild Acres    | Stillwater | OK    | 74074 | 2618 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 29 |
| 600020850 | SL034-005030-000000 | McDaniel, Melissa Renee (Schmakenberg)                   | 2620 N Park Dr         | Stillwater | OK    | 74075 | 2620 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 30 |
| 600020850 | SL034-005031-000000 | Wheatley, Janice K                                       | 2622 N Park Dr         | Stillwater | OK    | 74075 | 2622 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 31 |
| 600020847 | SL034-005032-000000 | Boggs, Michael & Rachel                                  | 2624 N Park Dr         | Stillwater | OK    | 74075 | 2624 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 32 |
| 600020844 | SL034-005033-000000 | VIP Storage, LLC                                         | 1899 E 6th Ave         | Stillwater | OK    | 74074 | 2702 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 33 |
| 600020840 | SL034-005034-000000 | Overton, Diana M                                         | 2704 N Park Dr         | Stillwater | OK    | 74075 | 2704 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 34 |
| 600020837 | SL034-005035-000000 | Fore, Charlotte R TTEE                                   | 4110 S Country Club Rd | Stillwater | OK    | 74074 | 2706 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 35 |
| 600020834 | SL034-005036-000000 | Barnicot, Elizabeth K & Andrew                           | 2708 N Park Dr         | Stillwater | OK    | 74075 | 2708 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk5 Lot 36 |
| 600020786 | SL034-006007-000000 | Rutledge, Kristina L                                     | 2609 N Park Dr         | Stillwater | OK    | 74075 | 2609 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 7  |
| 600020780 | SL034-006008-000000 | Wilson, Scott D Revoc Trust                              | PO Box 2121            | Stillwater | OK    | 74074 | 2611 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 8  |
| 600020778 | SL034-006009-000000 | Trigmar Properties, LLC                                  | 4317 S Sangre Rd       | Stillwater | OK    | 74074 | 2615 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 9  |
| 600020776 | SL034-006010-000000 | Almand, Cheryl                                           | 2619 N Park Dr         | Stillwater | OK    | 74075 | 2619 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 10 |
| 600020774 | SL034-006011-000000 | Stillwater Housing Authority                             | 807 S Lowry St         | Stillwater | OK    | 74074 | 2603 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 11 |
| 600020771 | SL034-006012-000000 | Hunt, Terry Fm & Joyce E TTEE                            | 3802 W Vista Ln        | Stillwater | OK    | 74074 | 2605 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 12 |
| 600020769 | SL034-006013-000000 | Burton, Michael R & Judith A TTEE                        | 12855 Daisy Ct         | Yucalpa    | CA    | 92399 | 2607 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 13 |
| 600020767 | SL034-006014-000000 | Vaughan, Keith & Phyllis R CO-TTEES of Keith & Phyllis R | 4520 Classen Ct        | Stillwater | OK    | 74075 | 2609 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 14 |
| 600020764 | SL034-006015-000000 | L & O Home Services, LLC                                 | 118711 Ew 3 Rd         | Turpin     | OK    | 73950 | 2611 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk6 Lot 15 |
| 600020763 | SL034-006016-000000 | Hesler, Larry W & Sherry D                               | 2615 N Park Cir        | Stillwater | OK    | 74075 | 2615 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 16 |
| 600020760 | SL034-006017-000000 | Borde, Shay C                                            | 2617 N Park Cir        | Stillwater | OK    | 74075 | 2617 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 17 |
| 600020757 | SL034-006018-000000 | Belvin, Leann K                                          | 2619 N Park Cir        | Stillwater | OK    | 74075 | 2619 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 18 |
| 600020754 | SL034-006019-000000 | Hibbs, Richard L                                         | 6210 E 68th St         | Stillwater | OK    | 74074 | 2621 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 19 |
| 600020753 | SL034-006020-000000 | Russell, Veleta F(TOD)                                   | 2623 N Park Cir        | Stillwater | OK    | 74075 | 2623 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 20 |
| 600020751 | SL034-006021-000000 | Snyder, Susanna                                          | 2625 N Park Cir        | Stillwater | OK    | 74075 | 2625 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 21 |
| 600020748 | SL034-006022-000000 | Jones, Doris J (TOD)                                     | 2709 N Park Cir        | Stillwater | OK    | 74075 | 2709 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 22 |
| 600020744 | SL034-006023-000000 | Masri, Aziz A & Katherine L                              | 2112 S August St       | Stillwater | OK    | 74074 | 2711 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 23 |
| 600020743 | SL034-006024-000000 | Whitesell, Bruce & Shaleigh R                            | 2715 N Park Cir        | Stillwater | OK    | 74075 | 2715 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 24 |
| 600020739 | SL034-006025-000000 | Woller, Caleb M & Dana                                   | 2719 N Park Cir        | Stillwater | OK    | 74075 | 2719 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk6 Lot 25 |
| 600020700 | SL034-007001-000000 | Hooper, Nathanael L Olson, Dale M                        | 2717 N Park Dr         | Stillwater | OK    | 74075 | 2717 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk7 Lot 1  |
| 600020697 | SL034-007002-000000 | Moore, Kearsten C & Beriff, Shannon                      | 2715 N Park Dr         | Stillwater | OK    | 74075 | 2715 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk7 Lot 2  |
| 600020693 | SL034-007003-000000 | Spencer, Robert M & Glenda M TTEE                        | 4807 Sherman Lake Dr   | Stillwater | OK    | 74074 | 2711 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk7 Lot 3  |
| 600020689 | SL034-007004-000000 | Spencer, Robert M & Glenda M TTEE                        | 4807 Sherman Lake Dr   | Stillwater | OK    | 74074 | 2709 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk7 Lot 4  |
| 600020686 | SL034-007005-000000 | BC 21, LLC                                               | 717 W Lakeshore Dr     | Stillwater | OK    | 74075 | 2705 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk7 Lot 5  |
| 600020684 | SL034-007006-000000 | Gibby, Christopher G                                     | 4848 SE 41st St        | Del City   | OK    | 73115 | 2625 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk7 Lot 6  |
| 600020681 | SL034-007007-000000 | Caughlin, Randall J                                      | 2623 N Park Dr         | Stillwater | OK    | 74075 | 2623 N Park DrStillwater, OK 74075   | Lakeshore Est 3rd Sec Bk7 Lot 7  |
| 600020678 | SL034-007008-000000 | Almand, Cheryl L                                         | 2606 N Park Cir        | Stillwater | OK    | 74075 | 2606 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk7 Lot 8  |
| 600020676 | SL034-007009-000000 | Duffeck, Maira R & Huitzil, Jose R R                     | 2608 N Park            | Stillwater | OK    | 74075 | 2608 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk7 Lot 9  |
| 600020673 | SL034-007010-000000 | 2614 N Park Cir Trust                                    | 120 S Main St          | Hennessy   | OK    | 73742 | 2614 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk7 Lot 10 |
| 600020668 | SL034-007011-000000 | Flitzpatrick, Shelly                                     | 2618 N Park Cir        | Stillwater | OK    | 74075 | 2618 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk7 Lot 11 |
| 600020666 | SL034-007012-000000 | Abdeljawad, Mostafa & Mooli, Hoda Abdel                  | 2624 N Park Cir        | Stillwater | OK    | 74075 | 2624 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk7 Lot 12 |
| 600020659 | SL034-007013-000000 | Cook, Earl R Jr                                          | 3014 E Lakeview Rd     | Stillwater | OK    | 74075 | 2710 N Park CirStillwater, OK 74075  | Lakeshore Est 3rd Sec Bk7 Lot 13 |







'25SEP3AM8:57

**Teresa Kadavy**

**From:** Walt Cross <greenpheon7@yahoo.com>  
**Sent:** Wednesday, September 3, 2025 8:38 AM  
**To:** Teresa Kadavy  
**Subject:** Re: Objection Letter on Short Term Rental

CITY CLERKS OFFICE

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

2614 N. PARK CIRCLE STR-0218

On Tuesday, September 2, 2025 at 09:42:07 AM CDT, Teresa Kadavy <teresa.kadavy@stillwaterok.gov> wrote:

Good morning,

Your objection letter has been received; however, I am not sure which short-term rental application you are objecting to. Can you please send me either the address or the STR number so I can make sure I get the correct application.

Teresa Kadavy

City Clerk

*Stillwater.* OKLAHOMA  
stillwaterok.gov

Office of the City Manager

O: (405) 742-8243 |

E: teresa.kadavy@stillwaterok.gov

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**From:** Walt Cross <greenpheon7@yahoo.com>  
**Sent:** Sunday, August 31, 2025 1:51 PM  
**To:** Teresa Kadavy <teresa.kadavy@stillwaterok.gov>  
**Subject:** Objection Letter on Short Term Rental



This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

Hello;

This letter is from Walt and Carol Cross, we reside on East Liberty Avenue. We object to this application for the following reasons. We have lived in our home for the past 46 years. The first 44 years our residential area was mostly single family homes lived in by their owners. Things have been changing in our area to the detriment of the area as a whole and for us especially. Two years ago the home west of us was sold to an out of town owner who turned it into a rental property. We knew nothing about until it was a done deal. The city did not tell us it was now zoned as a rental property.

The previous owner kept good care of the property to include trimming the trees that run along our property line. When the house became a rental property that care ended. The trees have grown out of control and have mostly destroyed the chain link fence (existing for 44 years) between our two properties. In addition trees are pushing against my wooden privacy fence and causing it to lean over toward my house. In addition the trees hang over my roof and I have to cut them back (I'm 76). I informed what was happening to the city including photographs and got no real guidance about how to correct this situation. I notified the agency renting the property for the owner, of this problem and was ignored. I got the owner's supposed address from the county clerk but the address was a fraud and my letters returned unopened. The absent house owner ignores the impact he/she has upon our residence, they just set back and rake in the profits. I have spoken to a few lawyers and they just don't want to get involved in a property dispute.

This rental property has become a bane to living in our home. I'm retired military and purchased this house using the GI Bill which of course is funded by the American people. I have considered requesting the help and power of the Federal Government to save my home. After all, the money I borrowed came from them. Please don't allow any more rental properties either temporary or permanent, as in my case, in our residential area. Thank you for giving me this chance to speak out.

CITY OF STILLWATER

'25SEP3AM8:58

Walt Cross

CITY CLERKS OFFICE

**Date of Meeting:** October 7, 2025

**Subject:** Text Amendment to Chapter 23, Land Development Code, Article V, Use Categories and Limitations, Division 2, Accessory Use Categories and Regulations, Section 23-105, Sidewalk, Street, and Parking Lot Table Service Areas.

**Purpose of Report:** City Staff request review and approval of the proposed text amendment to Chapter 23, Land Development Code, Article V, Use Categories and Limitations, Division 2, Accessory Use Categories and Regulations, Section 23-105, Sidewalk, Street, and Parking Lot Table Service Areas

**Background:** Currently, the code requires that a proposed sidewalk café have at least 6 (six) feet of public sidewalk between the building and the outdoor eating area. Best practices encourage the sidewalk café to be against the building with the public sidewalk located outside of the enclosed seating area.

**Application Processing Information:**

Applicant – City of Stillwater

Notice – Notice in the NewsPress

**Processing Track:**

Planning Commission – October 7, 2025

City Council – November 3, 2025

**Discussion:** The proposed text amendment will require that sidewalk cafés be against the building. Existing sidewalk cafés in Stillwater align with best practices and are constructed against the building.

**Findings:**

1. A text amendment to the Land Development Code is needed to allow for sidewalk café development to align with best practices and the built environment.

**Alternatives:**

1. Accept findings and recommend that the City Council approve the proposed Text Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends alternative number 1.

**Prepared by:** Henry Bibelheimer, Senior Planner

**Reviewed by:** David Barth Development Services Director  
Josh Brown, Development Coordinator  
Cindy Gibson, Administrative Services Manager

**Date of Preparation:** September 29, 2024

**Attachments:** Draft Ordinance

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE," ARTICLE V, "USE CATEGORIES AND LIMITATIONS," DIVISION 2, "ACCESSORY USE CATEGORIES AND REGULATIONS," SECTION 23-105, "SIDEWALK, STREET AND PARKING LOT TABLE SERVICE AREAS"; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY**

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

**SECTION 1:** That Stillwater City Code, Chapter 23, Land Development Code, Article V, "Use Categories and Limitations," Division 2, "Accessory Use Categories and Regulations," Section 23-105, "Sidewalk, street and parking lot table service areas," be amended to read as follows:

**Sec. 23-105. Sidewalk, street and parking lot table service areas.**

Portions of public sidewalks, on-street parking spaces, and off-street parking spaces and lots may be permitted for use as restaurant or bar table service areas as set forth in this section at those locations within the city designated with the following zoning classification: CB Commercial Business, CG Commercial General, CS Commercial Shopping, T5 Transect of the Form Based Code, and T6 Transect of the Form Based Code, provided the speed limit of the adjoining street is 25 miles per hour or less. Off-Street parking spaces and lots may be permitted as restaurant or bar table service areas as set forth in this section within any of the aforementioned zoning classifications, provided the speed limit of the adjoining street is 45 miles per hour or less.

1. *Sidewalk cafes:*

- *Location:* The sidewalk utilized for this purpose shall abut the restaurant or bar providing the table service.
- *Configuration:* All tables, chairs and service related facilities shall be contained within a physical barrier abutting the building. ~~The physical barrier shall leave at least six feet of sidewalk between the building and table service area unobstructed and open to pedestrian travel. There shall be at least 6 feet of sidewalk outside the physical barrier which is open and unobstructed to pedestrian traffic.~~ The barrier shall not extend beyond the front of the building, except in those instances wherein the building is located on a corner that is fronted by sidewalk or the building is freestanding and fronted by sidewalk, provided that such table service area does not extend beyond the restaurant or bar property line. The table service area shall be appropriately secured to prohibit the entry of minors if so required by state law or city ordinance.
- *Construction:* Barrier materials shall be high quality, durable, and waterproof. Acceptable materials include wood, metal, landscape planters, brick, stone, or a combination thereof. Awnings or canopies extending over the sidewalk café shall be supported by internal or external connections to the building face. If ground



support poles are necessary, the poles shall comply with all applicable building and structural requirements.

- *Licensing:* The operator shall have appropriate licensing for the sale of alcoholic beverages.
- *Insurance:* The owner/operator of a sidewalk café operated on a public sidewalk or right-of-way shall carry general liability insurance in an amount sufficient to fully indemnify the city in case of personal injury or property damage. Such insurance coverage shall be in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq., and shall name the city as an additional insured in amounts equal to such liability limits.
- *Application:* Prior to commencing such operations, a scaled site plan showing the location of the building, right-of-way, sidewalks, curbs, utility poles, awnings or canopies, and all proposed fencing, seating and tables, as well as proof of insurance shall be submitted to the community development department for review and permit approval.
- *Maintenance:* Maintenance of the sidewalk table service area shall be the responsibility of the permit holder.
- *Administration:* The city manager may revoke any permit issued under this section for violation of the provisions set forth herein, or violation of any State of Oklahoma, Payne County or City of Stillwater alcoholic beverage law or health code or order.

## 2. *Short-term on-street table service:*

- *Duration:* Forty-eight hours or less. A permit may be issued authorizing multiple or successive 48-hour operational periods provided such do not overlap or commence immediately upon the expiration of a previous authorized operational period.
- *Location:* The parking stall(s) utilized for this purpose shall be in immediate proximity to the restaurant or bar providing the table service.
- *Configuration:* The restaurant or bar table service area shall be enclosed by a clearly visible physical barrier. All tables, chairs and service related facilities shall be contained within a physical barrier. The physical barrier shall not enclose any portion of the parking stall(s) that is within one foot of the adjacent roadway. No portion of the table service area shall encroach on the adjoining sidewalk, unless the business operating said area has a sidewalk permit as authorized by this section. Adjoining sidewalks shall be free of any obstruction related to the adjoining business or table service area. If alcoholic beverages are served within the table service area, such area shall be appropriately secured to prohibit the entry of minors if so required by state law or city ordinance. No table service area barrier shall obstruct sight lines to roadway signage.
- *Construction:* Materials used in the construction of the table service area shall be of a durable quality that is visible to vehicular traffic. Such materials may

consist of brick, stone, wood, concrete block, metal, landscaping, or a combination thereof. Portable metal panels and/or fencing may also be used. Materials utilized for the construction of the table service area shall not obstruct traffic or storm water flow, shall fit flush with the curb and provide ADA accessibility. Puncturing the street or sidewalk to anchor construction materials is prohibited.

- *Licensing:* The operator shall have appropriate licensing for the sale of alcoholic beverages.
- *Insurance:* The owner/operator shall carry general liability insurance in an amount sufficient to fully indemnify the city in case of personal injury or property damage. Such insurance coverage shall be in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq., and shall name the city as an additional insured in amounts equal to such liability limits.
- *Application:* Prior to commencing such operations, a scaled site plan showing the location of the building, right-of-way, sidewalks, curbs, utility poles, awnings or canopies, and all proposed fencing, seating and tables, as well as proof of insurance shall be submitted to the community development department for review and permit approval. The site plan shall describe the location of the proposed table service area, indicate the materials used to construct the table service area, and how pedestrian traffic will move through or around the table service area.
- *Maintenance:* Maintenance of the table service area shall be the responsibility of the permit holder.
- *Administration:* The city manager may revoke any permit issued under this section for violation of the provisions set forth herein, or violation of any State of Oklahoma, Payne County or City of Stillwater alcoholic beverage law or health code or order.

### 3. *Long-term on-street table service:*

- *Duration:* Forty-eight hours or longer.
- *Location:* The parking stall(s) utilized for this purpose shall be in immediate proximity to the restaurant or bar providing the table service. Additionally, parking stalls fronting adjacent properties may be utilized with written permission of the affected business and property owner(s).
- *Configuration:* All tables, chairs and service related facilities shall be contained within a physical barrier. The physical barrier shall leave at least six feet of sidewalk between the building and table serving area unobstructed and open to pedestrian travel. Alternatively, if it is not possible to leave the sidewalk unobstructed in this manner, the permit holder shall re-route a six foot wide sidewalk around the table seating area and provide a secure and visible barrier between the relocated sidewalk and street travel lane. The table service area shall be appropriately secured to prohibit the entry of minors if so required by state law or city ordinance. No table service area barrier shall obstruct sight lines to roadway signage.

- *Construction:* Barrier materials shall be high quality, durable, and waterproof. Acceptable materials include wood, metal, landscape planters, brick, stone, or a combination thereof. Loose particles such as sand or loose stone are prohibited within the table serving area or sidewalk area. Materials utilized for the construction of the table service area shall not obstruct traffic or storm water flow, shall fit flush with the curb and provide ADA accessibility. Puncturing the street or sidewalk to anchor construction materials is prohibited.

All barriers shall have reflective tape, soft hit posts, wheel stops, and or other edging such as planters, railings, or cables to protect users from street traffic. Planters used as edging features shall be large and durable, and not easily removable.

Decking, when used, shall be flush with the curb and may not have more than ½" gap from the curb. Decking shall be constructed of durable material capable of withstanding weather elements. Deck installation shall not damage the sidewalk, street, curb, or any aspect of the public right-of-way.

Whenever a sidewalk is relocated, said route shall maintain ADA accessibility by the use of ramps or other means of continuous access. A minimum 36-inch ADA accessible entryway to the table serving area shall be maintained.

All furniture shall be designed for outdoor use. The use of umbrellas, lighting, outdoor heaters, or other amenities is encouraged so long as these do not pose a fire threat or tripping hazard.

- *Lease:* The owner/operator shall execute a short-term lease agreement with the city before taking possession of any parking stall(s) approved under this section. The initial lease term shall be for six months and may be renewed thereafter for additional periods to be determined by the owner/operator and the city manager. The rent for use of the parking stall(s) shall be \$100.00 per lease term. The city manager is hereby authorized to enter into and execute these lease agreements provided that the applicant meets all of the requirements set forth herein.
- *Licensing:* The operator shall have appropriate licensing for the sale of alcoholic beverages.
- *Insurance:* The owner/operator shall carry general liability insurance in an amount sufficient to fully indemnify the city in case of personal injury or property damage. Such insurance coverage shall be in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq., and shall name the city as an additional insured in amounts equal to such liability limits.
- *Application:* Prior to commencing such operations, a scaled site plan showing the location of the building, right-of-way, parking stalls, sidewalks, curbs, utility poles, awnings and/or canopies, and all proposed fencing, seating and tables, edging and buffering, as well as proof of insurance shall be submitted to the community development department for review and permit approval. The site



plan shall indicate the number and location of parking stalls to be utilized for the table service area.

- **Maintenance:** Maintenance of the table service area shall be the responsibility of the permit holder, including but not limited to the following:
  - a) Keep area well maintained and in good repair with daily cleaning.
  - b) Keep area free of debris, grime, and graffiti.
  - c) Water and maintain all vegetation.
  - d) Provide pest control as needed.
  - e) Amplified music shall be at a low volume only for the enjoyment of guests in the service area.
  - f) Provide trash and recycling receptacles.
- **Administration:** If necessary, the city manager may close additional parking stalls in order to eliminate a potential hazard to pedestrians and patrons of commercial establishments. The city manager may revoke any license issued under this section for violation of the provisions set forth herein, or violation of any State of Oklahoma, Payne County or City of Stillwater alcoholic beverage law or health code or order.

#### 4. *Off-street parking table service:*

- **Location:** Off-street parking areas in the immediate proximity to the restaurant or bar providing the table service area. These areas may be public or private, or a combination thereof.
- **Configuration:** The table service area shall be enclosed by a clearly visible physical barrier. All tables, chairs and service related facilities shall be contained within the physical barrier. The physical barrier shall not enclose any portion of a parking stall(s) that is within one foot of a property line. No portion of the table service area shall encroach on the adjoining sidewalk. No part of the table service area shall be located along the front of the building. The table service area shall be appropriately secured to prohibit the entry of minors if so required by state law or city ordinance.
- **Construction:** Materials used in the construction of the table service area shall be of a durable quality. Such materials may consist of brick, stone, wood, concrete block, metal, landscaping, or a combination thereof. Portable metal panels and/or fencing may also be used. Materials utilized for the construction of the table service area shall not obstruct traffic or storm water flow and provide ADA accessibility. Puncturing city-owned streets or sidewalks to anchor construction materials is prohibited.
- **Licensing:** The operator shall have appropriate licensing for the sale of alcoholic beverages.
- **Insurance:** If the parking area is on city-owned property, the owner/operator shall carry general liability insurance in an amount sufficient to fully indemnify

the city in case of personal injury or property damage. Such insurance coverage shall be in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq., and shall name the city as an additional insured in amounts equal to such liability limits.

- *Application:* Prior to commencing such operations, a scaled site plan showing the location of the building, right-of-way, sidewalks, curbs, utility poles, awnings or canopies, and all proposed fencing, seating and tables, as well as proof of insurance shall be submitted to the community development department for review and permit approval. The site plan shall describe the location of the proposed table service area, indicate the materials used to construct the table service area, and how pedestrian traffic will move through or around the table service area.
- *Maintenance:* Maintenance of the table service area shall be the responsibility of the permit holder.
- *Administration:* The city manager may revoke any license issued under this section for violation of the provisions set forth herein, or violation of any State of Oklahoma, Payne County or City of Stillwater alcoholic beverage law or health code or order.

**SECTION 2: REPEALER.** All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**SECTION 3: SEVERABILITY.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
WILLIAM H. JOYCE, MAYOR

(SEAL)  
ATTEST:

\_\_\_\_\_  
TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

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KIMBERLY CARNLEY, CITY ATTORNEY

First Reading:  
Second Reading:



**Date of Meeting:** October 7, 2025

**Subject:** Text Amendment to Chapter 23, Land Development Code, Article I, General Provisions, Section 23-7, Definitions; Article V, Use Categories and Limitations, Division 1, Generally, Section 23-96, Definitions; Article VI, Land Use Classifications, Division 4, Commercial Districts, Section 23-152, CB Commercial Business District, Subsection (a), Permitted by Right; Article XXIV, Table of Uses, Section 23-435, Created.

**Purpose of Report:** City Staff request review and approval of the proposed text amendment to Chapter 23, Land Development Code, Article I, General Provisions, Section 23-7, Definitions; Article V, Use Categories and Limitations, Division 1, Generally, Section 23-96, Definitions; Article VI, Land Use Classifications, Division 4, Commercial Districts, Section 23-152, CB Commercial Business District, Subsection (a), Permitted by Right; Article XXIV, Table of Uses, Section 23-435, Created.

**Background:** Currently, Unit (Condominium) Ownership is defined as a use in the Land Development Code, and allowed by right only in the Commercial Business (CB) zoning district. This proposed text amendment moves the definition of unit ownership from the use category definitions to the general definitions and removes unit ownership as a use category.

The Land Development Code (code) defines a variety of commercial, industrial, and residential uses, and allows these uses in zoning districts where these uses are appropriate. The code does not generally distinguish ownership type (owning, renting, or unit ownership), as the type of ownership does not change the use of the building.

Section 23-318, unit (condominium) ownership conveyance documents, is not being amended. This section requires:

*Documents containing declarations establishing and conveying unit ownership in accordance with 60 O.S. §§ 514 and 516 shall be submitted to the development services director for review and approval. Once approved, such documents shall be filed of record in the office of the county clerk in accordance with said statutes.*

This means that to establish unit ownership for an existing or proposed development, documents are required to be submitted to the Development Services Director that show that the unit ownership was established appropriately and follows all state laws.

**Application Processing Information:**

Applicant – City of Stillwater

Notice – Notice in the NewsPress

**Processing Track:**

Planning Commission – October 7, 2025

City Council – November 3, 2025

**Discussion:** The proposed text amendment allows unit (condominium) ownership throughout the city. Documents will still be required to be submitted to the City to ensure that all state laws are being followed. The location of a development that utilizes unit ownership will not be limited by the zoning district.

**Findings:**

1. The proposed text amendment would remove Unit (Condominium) Ownership as a “use”.
2. Unit (Condominium) Ownership will be allowed in any zoning district, if documents are submitted that show the unit ownership was established appropriately and follows all state laws.

**Alternatives:**

1. Accept findings and recommend that the City Council approve the proposed Text Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Stalls recommends alternative number 1.

|                             |                                                                                                                                   |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Prepared by:</b>         | Henry Bibelheimer, Senior Planner                                                                                                 |
| <b>Reviewed by:</b>         | David Barth Development Services Director<br>Josh Brown, Development Coordinator<br>Cindy Gibson, Administrative Services Manager |
| <b>Date of Preparation:</b> | September 29, 2024                                                                                                                |
| <b>Attachments:</b>         | Draft Ordinance                                                                                                                   |

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE", ARTICLE I, "GENERAL PROVISIONS", SECTION 23-7, "DEFINITIONS"; ARTICLE V, "USE CATEGORIES AND LIMITATIONS", DIVISION 1, "GENERALLY", SECTION 23-96, "DEFINITIONS"; ARTICLE VI, "LAND USE CLASSIFICATIONS", DIVISION 4, "COMMERCIAL DISTRICTS", SECTION 23-152, "CB COMMERCIAL BUSINESS DISTRICT", SUBSECTION (A), "PERMITTED BY RIGHT"; ARTICLE XXIV, "TABLE OF USES", SECTION 23-435, "CREATED"; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

**SECTION 1:** That Stillwater City Code, Chapter 23, "Land Development Code", Article I, "General Provisions", Section 23-7, "Definitions", be amended to add the definition of "unit (condominium) ownership" as follows:

Sec. 23-7. Definitions.

Unit (condominium) ownership means ownership of an individual unit located within a multiunit building or multibuilding development pursuant to the Unit Ownership Estate Act, 60 O.S. § 501 et seq.

**SECTION 2:** That Stillwater City Code, Chapter 23, "Land Development Code", Article V, "Use Categories and Limitations", Division 1, "Generally", Section 23-96, "Definitions", be amended to delete the definition of "Unit (condominium) ownership" as follows:

Sec. 23-96 Definitions.

~~Unit (condominium) ownership means ownership of an individual unit located within a multiunit building or multibuilding development pursuant to the Unit Ownership Estate Act, 60 O.S. § 501 et seq.~~

**SECTION 3:** That Stillwater City Code, Chapter 23, "Land Development Code", Article VI, "Land Use Classifications", Division 4, "Commercial Districts", Section 23-152, "CB Commercial Business District", Subsection (a) "Permitted by right," be amended to remove subsection (18), "Unit (condominium) ownership," as follows:

~~(18) Unit (condominium) ownership.~~

**SECTION 4:** That Stillwater City Code, Chapter 23, "Land Development Code", Article XXIV, "Table of Uses", Section 23-435, "Created", be amended to remove "Unit (condominium) ownership" as follows:



| <b><u>Uses</u></b>                                    | <b><u>RS</u><br/><u>L</u></b> | <b><u>RS</u><br/><u>S</u></b> | <b><u>R</u><br/><u>I</u></b> | <b><u>RT</u><br/><u>M</u></b> | <b><u>R</u><br/><u>MI</u></b> | <b><u>RM</u><br/><u>U</u></b> | <b><u>H</u><br/><u>R</u></b> | <b><u>M</u><br/><u>H</u></b> | <b><u>NT</u><br/><u>Z</u></b> | <b><u>O</u></b> | <b><u>C</u><br/><u>S</u></b> | <b><u>C</u><br/><u>B</u></b> | <b><u>C</u><br/><u>G</u></b> | <b><u>I</u><br/><u>L</u></b> | <b><u>I</u><br/><u>G</u></b> | <b><u>A</u></b> |
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| Accommodation (bed and breakfast only in RSS and RSL) | S                             | S                             |                              |                               | S                             | S                             | P                            |                              |                               | S               | P                            | P                            | P                            | P                            |                              |                 |
| Agriculture, Forestry, Fishing and Hunting            |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              |                              | P               |
| Animal and Pet Keeping Services                       |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              | S                            |                              | P                            | P               |
| Arts and Entertainment                                |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              | P                            | P                            |                              |                              |                 |
| Bed and breakfast/hotel/motel                         |                               |                               |                              |                               |                               |                               |                              |                              |                               | S               | P                            | P                            | P                            |                              |                              |                 |
| Beverage Services                                     |                               |                               |                              |                               |                               |                               |                              |                              |                               | S               | P                            | P                            | P                            | P                            |                              |                 |
| Boarding house/Rooming house                          | S                             |                               |                              | P                             | P                             | P                             | P                            |                              |                               |                 |                              | P                            |                              |                              |                              |                 |
| Chemical Manufacturing                                |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              | S                            |                 |
| Child and Adult Care Services                         | S                             | S                             | S                            | S                             | S                             | S                             | S                            | S                            |                               | P               | S                            |                              | S                            | S                            |                              |                 |
| Churches and Religious Institutions                   | S                             | S                             | S                            | P                             | P                             | P                             | P                            |                              |                               | P               |                              |                              | P                            |                              |                              |                 |

| <b><u>Uses</u></b>                                                                                             | <b><u>RS</u><br/><u>L</u></b> | <b><u>RS</u><br/><u>S</u></b> | <b><u>R</u><br/><u>I</u></b> | <b><u>RT</u><br/><u>M</u></b> | <b><u>R</u><br/><u>MI</u></b> | <b><u>RM</u><br/><u>U</u></b> | <b><u>H</u><br/><u>R</u></b> | <b><u>M</u><br/><u>H</u></b> | <b><u>NT</u><br/><u>Z</u></b> | <b><u>O</u></b> | <b><u>C</u><br/><u>S</u></b> | <b><u>C</u><br/><u>B</u></b> | <b><u>C</u><br/><u>G</u></b> | <b><u>I</u><br/><u>L</u></b> | <b><u>I</u><br/><u>G</u></b> | <b><u>A</u></b> |
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| Communication Services                                                                                         |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              | P                            |                 |
| Computer and Electronic Product Manufacturing and Electrical Equipment, Appliance, and Component Manufacturing |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              | S                            | P                            |                              |                 |
| Construction                                                                                                   |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 | S                            |                              | S                            | P                            | P                            |                 |
| Conventional single-family detached or zero lot line                                                           | P                             | P                             | P                            | S                             |                               |                               |                              | S                            | P                             |                 |                              |                              |                              |                              |                              | P               |
| Educational Services                                                                                           | S                             | S                             | S                            | S                             | S                             | S                             | S                            |                              |                               | P               | P                            | P                            |                              |                              |                              | S               |
| Financial Institutions and Services                                                                            |                               |                               |                              |                               |                               |                               |                              |                              |                               | P               | P                            | P                            | P                            |                              |                              |                 |
| Food, Beverage, and Tobacco Product Manufacturing                                                              |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              | S                            | P                            |                              |                 |
| Food Services                                                                                                  |                               |                               |                              |                               |                               |                               |                              |                              |                               | S               | P                            | P                            | P                            | P                            |                              |                 |
| Free-Standing Self-Service Facilities                                                                          |                               |                               |                              |                               | P                             | P                             |                              |                              |                               | P               | P                            | P                            | P                            | P                            |                              |                 |

| <u>Uses</u>                                 | <u>RS</u><br><u>L</u> | <u>RS</u><br><u>S</u> | <u>R</u><br><u>I</u> | <u>RT</u><br><u>M</u> | <u>R</u><br><u>MI</u> | <u>RM</u><br><u>U</u> | <u>H</u><br><u>R</u> | <u>M</u><br><u>H</u> | <u>NT</u><br><u>Z</u> | <u>O</u> | <u>C</u><br><u>S</u> | <u>C</u><br><u>B</u> | <u>C</u><br><u>G</u> | <u>I</u><br><u>L</u> | <u>I</u><br><u>G</u> | <u>A</u> |
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| Furniture and Related Product Manufacturing |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      | S                    |                      |          |
| Health Care and Social Assistance           |                       |                       |                      | S                     | S                     |                       |                      |                      |                       | P        | S                    |                      | P                    |                      |                      |          |
| Information                                 |                       |                       |                      |                       |                       |                       |                      |                      |                       | S        | P                    | S                    | P                    | P                    |                      |          |
| Leather and Allied Product Manufacturing    |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      | S                    |                      |          |
| Machinery Part Manufacturing                |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      |                      | P                    |          |
| Manufactured Home                           |                       |                       |                      |                       |                       |                       |                      | p                    |                       |          |                      |                      |                      |                      |                      | P        |
| Mining                                      |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      |                      | S                    | S        |
| Mixed Use                                   |                       |                       |                      |                       |                       | P                     | P                    |                      |                       | P        | P                    | P                    | S                    |                      |                      |          |
| Modular Home                                | P                     | P                     | P                    |                       |                       |                       |                      | S                    | P                     |          |                      |                      |                      |                      |                      | P        |
| Mobile Home                                 |                       |                       |                      |                       |                       |                       |                      | P                    |                       |          |                      |                      |                      |                      |                      | P        |
| Mobile Home Park                            |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      | S                    |                      |                      | P        |
| Multi-Family                                |                       |                       |                      | P                     | P                     | P                     | P                    |                      |                       |          | S                    | P                    |                      |                      |                      |          |
| NonMetallic Mineral Product Manufacturing   |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      |                      | S                    |          |



| <b><u>Uses</u></b>                                        | <b><u>RS</u><br/><u>L</u></b> | <b><u>RS</u><br/><u>S</u></b> | <b><u>R</u><br/><u>I</u></b> | <b><u>RT</u><br/><u>M</u></b> | <b><u>R</u><br/><u>MI</u></b> | <b><u>RM</u><br/><u>U</u></b> | <b><u>H</u><br/><u>R</u></b> | <b><u>M</u><br/><u>H</u></b> | <b><u>NT</u><br/><u>Z</u></b> | <b><u>O</u></b> | <b><u>C</u><br/><u>S</u></b> | <b><u>C</u><br/><u>B</u></b> | <b><u>C</u><br/><u>G</u></b> | <b><u>I</u><br/><u>L</u></b> | <b><u>I</u><br/><u>G</u></b> | <b><u>A</u></b> |
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| Paper Manufacturing                                       |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              | S                            | S                            | P                            |                 |
| Parking Lot/Garage                                        |                               |                               |                              |                               | P                             | P                             | P                            |                              |                               | S               |                              | P                            | P                            | P                            | P                            |                 |
| Personal and Laundry Services                             |                               |                               |                              |                               | S                             | S                             |                              |                              |                               | S               | P                            | P                            | P                            | P                            |                              |                 |
| Personal Storage and Warehousing                          |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 | P                            |                              | P                            | P                            |                              |                 |
| Petroleum and Coal Products Manufacturing                 |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              | S                            |                 |
| Plastics and Rubber Products Manufacturing                |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              | P                            |                 |
| Primary Metal and Fabricated Metal Products Manufacturing |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              | P                            |                 |
| Professional and Administrative Offices and Services      |                               |                               |                              |                               |                               |                               |                              |                              |                               | P               | P                            | P                            | P                            | P                            |                              |                 |
| Public Administration and Service                         |                               |                               |                              |                               |                               |                               |                              |                              |                               | P               | S                            | P                            | S                            | P                            | P                            | S               |

| <b><u>Uses</u></b>                                              | <b><u>RS</u><br/><u>L</u></b> | <b><u>RS</u><br/><u>S</u></b> | <b><u>R</u><br/><u>I</u></b> | <b><u>RT</u><br/><u>M</u></b> | <b><u>R</u><br/><u>MI</u></b> | <b><u>RM</u><br/><u>U</u></b> | <b><u>H</u><br/><u>R</u></b> | <b><u>M</u><br/><u>H</u></b> | <b><u>NT</u><br/><u>Z</u></b> | <b><u>O</u></b> | <b><u>C</u><br/><u>S</u></b> | <b><u>C</u><br/><u>B</u></b> | <b><u>C</u><br/><u>G</u></b> | <b><u>I</u><br/><u>L</u></b> | <b><u>I</u><br/><u>G</u></b> | <b><u>A</u></b> |
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| Recreation                                                      |                               |                               |                              |                               |                               |                               |                              |                              |                               | S               |                              | P                            | P                            |                              |                              | S               |
| Research and Development                                        |                               |                               |                              |                               |                               |                               |                              |                              |                               | S               |                              |                              | P                            | P                            | P                            |                 |
| Residential Design Manufactured Home                            | P                             | P                             | P                            |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              |                              | P               |
| Retail Trade                                                    |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 | P                            | P                            | P                            |                              |                              |                 |
| RV Park                                                         |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              | S                            |                              |                              |                 |
| Telecommunications Tower                                        |                               |                               |                              |                               | S                             | S                             | S                            |                              |                               |                 |                              |                              | S                            |                              | P                            | P               |
| Textile Mills, Textile Product Mills, and Apparel Manufacturing |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              | S                            | S                            |                 |
| Townhome                                                        |                               | S                             | S                            | P                             | P                             |                               |                              |                              | P                             |                 |                              | P                            |                              |                              |                              |                 |
| Transportation Activities                                       |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 | S                            |                              | P                            | P                            | P                            |                 |
| Transportation and Equipment Manufacturing                      |                               |                               |                              |                               |                               |                               |                              |                              |                               |                 |                              |                              |                              |                              | P                            |                 |
| Two-Family                                                      |                               |                               | P                            | P                             | P                             |                               |                              |                              | P                             |                 |                              |                              |                              |                              |                              |                 |
| Unit (condominium) ownership                                    |                               | P                             | P                            |                               |                               |                               |                              |                              | P                             |                 |                              | P                            |                              |                              |                              |                 |

| <u>Uses</u>                                  | <u>RS</u><br><u>L</u> | <u>RS</u><br><u>S</u> | <u>R</u><br><u>I</u> | <u>RT</u><br><u>M</u> | <u>R</u><br><u>MI</u> | <u>RM</u><br><u>U</u> | <u>H</u><br><u>R</u> | <u>M</u><br><u>H</u> | <u>NT</u><br><u>Z</u> | <u>O</u> | <u>C</u><br><u>S</u> | <u>C</u><br><u>B</u> | <u>C</u><br><u>G</u> | <u>I</u><br><u>L</u> | <u>I</u><br><u>G</u> | <u>A</u> |
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| Utilities                                    |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      | P                    | P                    | P                    | P        |
| Vehicle/Equipment Sales, Rental, and Service |                       |                       |                      |                       |                       |                       |                      |                      |                       |          | S                    |                      | P                    | P                    |                      |          |
| Warehousing and Storage                      |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      | P                    | P                    | S        |
| Waste Management and Remediation Services    |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      |                      | P                    |          |
| Wholesale Trade                              |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      | P                    |                      |                      |          |
| Wood Product Manufacturing                   |                       |                       |                      |                       |                       |                       |                      |                      |                       |          |                      |                      |                      | S                    | P                    |          |

**SECTION 5: REPEALER.** All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**SECTION 6: SEVERABILITY.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
WILLIAM H. JOYCE, MAYOR

(SEAL)  
ATTEST:

\_\_\_\_\_  
TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
KIMBERLY CARNLEY, CITY ATTORNEY

First Reading:  
Second Reading:



STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF SEPTEMBER 9<sup>TH</sup>, 2025  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED September 5<sup>th</sup>, 2025 IN THE  
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Mark Prather, Member  
Mike Shanahan, Member  
David Peters, Member

STAFF PRESENT

Kim Payne, Assistant City Attorney  
David Barth, Development Services Director  
Henry Bibelheimer, Senior City Planner  
Joshua Brown, Development Coordinator  
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

Jana Phillips, Chair  
Riley Williams, Vice Chair

Staff Absent

1. CALL MEETING TO ORDER.

Commissioner Shanahan called the meeting to order at 5:30 p.m.

2. GENERAL ORDERS

- a. Special Exception Request to the Planning Commission, (SEPC25-01), consideration, discussion and possible action to Chapter 23, Section 23-356.d for Sidewalk Requirements at property addressed as 5823 N. Perkins Road.

There is no action on this item.

3. PUBLIC HEARING

- a. Receive public comment regarding a request for a Map Amendment (MA25-09) to rezone property addressed as 4412 W. 6th Avenue from Commercial General (CG) to Two-Family and Multi-Family (RTM) district. (Tabled from August 19th, 2025 meeting.).

This item was withdrawn by applicant.

- b. Receive public comment regarding an application for a Short Term Rental (STR-0212) from Clint and Deserae Moritz for a property addressed as 1004 N. Dryden Circle, in the Small Lot Single-Family Residential (RSS) district.

Mr. Henry Bibelheimer, Senior Planner, presents staff report and asks if there are any questions.

Commissioner Shanahan asks if there is anyone that wishes to speak in questions from the Planning Commission; none respond.

Commissioner Shanahan invites the applicant up to present.

Desiree Moritz, 1500 E. Richmond Rd., comes to speak on the following:

- Purchased and remodeled the home for use as an Airbnb.
- Noted three other STRs already exist on the street.
- Provided neighbors with personal phone numbers and arranged for local residents to monitor the property.
- Installed a noise monitor and four cameras to ensure compliance.
- Only pre-approves renters with five-star Airbnb reviews.

Commissioner Shanahan asked about rental limits and safeguards against local misuse. Mrs. Mortiz enforces a no-party policy, requires renters to be 25 years or older, and limits stays to two weeks.

Commissioner Prather asks if she will have a distance buffer to prevent parties. Mrs. Mortiz confirms they will not be renting to locals to prevent parties; and explained higher pricing and strict approval policies to discourage party use.

Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak in to speak in favor; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in opposition; none respond. Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents alternatives:

1. Approve the Application.
2. Defer for additional discussion.
3. Deny the Application.

Commissioner Shanahan asks if there are any further questions for staff; none respond.

**Commissioner Peters moves to approve the Short-Term Rental as presented. Commissioner Prather acknowledges that they did receive documentation that there was opposition to the STR but did not think the objections were applicable and seconds the motion.**

| Roll Call: | Phillips | Williams | Prather | Shanahan | Peters |
|------------|----------|----------|---------|----------|--------|
|            | Absent   | Absent   | Yes     | Yes      | Yes    |

*Time: 7 minutes*

- c. Receive public comment regarding an application for a Short Term Rental (STR-0215) from Robert P. & Annette I. Jones for a property addressed as 1512 S. Surrey Drive, in the Small Lot Single-Family Residential (RSS) district.

Mr. Henry Bibelheimer, Senior Planner, presents staff report and asks if there are any questions.

Commissioner Shanahan asks if there is anyone that wishes to speak in questions from the Planning Commission; none respond.

Commissioner Shanahan invites the applicant up to present.

Max Myers, representative of 1512 S. Surrey Drive, comes to speak on the following:

- Shares photos with the Planning Commission of the property.
- Applicants are long-term Stillwater residents (35+ years) and community members.
- The Jones' purchased the house adjacent to their residence to preserve and manage it.
- Plan to use it for family stays and as a 2–3 day Airbnb rental.
- Will enforce no-party policies and personally monitor the property.
- Two other STRs exist in the vicinity.

Commissioner Shanahan clarifies that the Jones' will continue to live in the adjacent residence and asks if they will have any other policies to prevent parties. Mr. Myer's confirms and states that if there are any parties they would be the first to know and the conditions of the Short Term Rental will be clearly posted.

Commissioner Shannahan asks if there is anyone else that would like to speak in favor.

Mr. Tom Dearing, 1614 Surrey Dr., comes to speak on the following:

- Lives across the street.
- Supports approval.
- Praised improvements to the property, and noted ample driveway parking (room for 6 cars).

Commissioner Shanahan asks if there is anyone that wishes to speak in opposition.

Mr. Stephen McGowen, 1511 South Ashton Avenue, comes to speak on the following:

- Opposed due to concerns such as
- Noise and traffic associated with STRs in a college town.
- STRs undermining single-family zoning intent.
- Potential long-term impacts on housing affordability and neighborhood character.
- If the residence move and the STR is transferred.

Mrs. Kim Payne, Assistant City Attorney clarifies that the STR can not transfer to the next property owner, they would need to reapply.

Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents alternatives:

1. Approve the Application.
2. Defer for additional discussion.
3. Deny the Application.

Discussion is held clarifying that the applicants living next door reduced concerns about noise.

**Commissioner Prather moves to approve the Short-Term Rental as presented, Commissioner Peters seconds.**

|            |          |          |         |          |        |
|------------|----------|----------|---------|----------|--------|
| Roll Call: | Phillips | Williams | Prather | Shanahan | Peters |
|            | Absent   | Absent   | Yes     | Yes      | Yes    |

*Time: 7 minutes*

- d. Receive public comment regarding a request for a Map Amendment (MA25-08) to rezone property addressed as 1421 W. 8th Avenue from Small Lot Single-Family Residential (RSS) to Two-Family Residential (RT) district

Mr. Henry Bibelheimer, Senior Planner, presents staff report and asks if there are any questions.

Commissioner Shanahan asks if there is anyone that wishes to speak in questions from the Planning Commission; none respond.

Commissioner Shanahan invites the applicant up to present.

Mrs. Katie Purdy, Gose & Associates, 113 E. 8<sup>th</sup> Avenue comes to the podium and states that the requested rezoning is to allow construction of an addition, which will include a kitchen; and this makes this dwelling become defined as a duplex.

Don Williams, Representative, C Star, 305 S. Duck Street comes to speak on the following:

- Mr. Williams brings the following plans to share with the Commissioners.
- Owner intends to live in one unit and lease the other.
- Believe site qualifies as good transition zoning due to proximity to hospital and busy street.
- Addition would maintain setbacks (6.5 ft from property line).

Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak in favor; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in opposition; none respond.

Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents findings and alternatives:

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. A Duplex is allowed by right in the Two-Family Residential (RT) zoning district.
3. The RT zoning district does not align with the desired future land use set by the Comprehensive Plan.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the map amendment.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Commissioner Shanahan asks if there are any further questions for staff; none respond.



**Commissioner Prather moves to accept the Map Amendment as presented, Commissioner Peters seconds.**

|            |          |          |         |          |        |
|------------|----------|----------|---------|----------|--------|
| Roll Call: | Phillips | Williams | Prather | Shanahan | Peters |
|            | Absent   | Absent   | Yes     | Yes      | Yes    |

*Time: 8 minutes*

- e. Receive public comment regarding a request for a MAP AMENDMENT (MA25-10), to remove property addressed as 517 S. West Street from the Corridor Redevelopment Area Planning District and zone as Commercial General (CG) district.

Mr. Henry Bibelheimer, Senior Planner, presents staff report and asks if there are any questions.

Commissioner Shanahan asks what requirements would be relieved by rezoning to Commercial General. Mr. Bibelheimer advises that the applicant is required to rezone the property to be one zoning district as it currently straddles two properties, but believes the applicant would be better to address why they chose one over the other.

Mrs. Katie Purdy, Gose & Associates at 113 E. 8<sup>th</sup> Avenue comes to speak on the following:

- Here to represent the property owner
- This property is a combination of two parcels which caused it to have a split zoning.
- Explained the need for consistent zoning across parcels for setbacks and development.
- CG zoning is more restrictive than current T5 zoning, but necessary for consolidation.

Commissioner Shanahan opens the public hearing and asks if there is anyone that wishes to speak in favor; none respond. Commissioner Shanahan asks if there is anyone that wishes to speak in opposition; none respond.

Commissioner Shanahan closes the public hearing and invites staff to present alternatives.

Henry Bibelheimer, Senior Planner presents findings and alternatives:

Findings:

1. The Land Development Code allows for the rezoning of land via Map Amendments.
2. A coffee shop is allowed in The Corridor Redevelopment Area Planning District, Transect-5 and the Commercial General zoning district.
3. A rezoning is required so that the lot can be consolidated with the property to the south to support the development of a coffee shop.
4. The CG zoning district does not align with the desired future land use set by the Comprehensive Plan.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed map amendment as presented.
2. Find that the map amendment is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the map amendment.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

**Commissioner Peters moves to accept the Map Amendment as presented, Commissioner Prather seconds.**

|            |          |          |         |          |        |
|------------|----------|----------|---------|----------|--------|
| Roll Call: | Phillips | Williams | Prather | Shanahan | Peters |
|            | Absent   | Absent   | Yes     | Yes      | Yes    |

*Time: 6 minutes*

4. MEETING SUMMARY FOR REVIEW AND POSSIBLE ACTION.

- a. Regular meeting minutes of August 19<sup>th</sup>, 2025.

Commissioner Shanahan asks if there are any changes and/or corrections; none respond.

**Commissioner Prather moves to accept the minutes as presented, Commissioner Peters seconds.**

|            |          |          |         |          |        |
|------------|----------|----------|---------|----------|--------|
| Roll Call: | Phillips | Williams | Prather | Shanahan | Peters |
|            | Absent   | Absent   | Yes     | Yes      | Yes    |

*Time: 2 minutes*

5. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Regular Meeting is September 16<sup>th</sup>, 2025.

6. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Shanahan, seconded by Commissioner Peters at approximately 6:07 PM on September 9<sup>th</sup>, 2025. The next regularly scheduled meeting will be held Tuesday, September 16<sup>th</sup>, 2025, at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by Alexandria Holle-Maged, Administrative Assistant  
Reviewed by Cindy Gibson, Administrative Services Manager

Approved by - \_\_\_\_\_  
Stillwater Planning Commission

STILLWATER PLANNING COMMISSION SUMMARY  
REGULAR MEETING OF SEPTEMBER 16<sup>TH</sup>, 2025  
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING  
LAW, THE AGENDA WAS POSTED September 12<sup>th</sup>, 2025 IN THE  
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Mark Prather, Member  
Mike Shanahan, Member  
David Peters, Member

STAFF PRESENT

Kim Payne, Assistant City Attorney  
David Barth, Development Services Director  
Henry Bibelheimer, Senior City Planner  
Joshua Brown, Development Coordinator  
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

Jana Phillips, Chair  
Riley Williams, Vice Chair

Staff Absent

1. CALL MEETING TO ORDER.

Commissioner Shanahan called the meeting to order at 5:30 p.m.

2. GENERAL ORDERS

- a. Special Exception Request to the Planning Commission, (SEPC25-01), consideration, discussion and possible action to Chapter 23, Section 23-356.d for Sidewalk Requirements at property addressed as 5823 N. Perkins Road.

There is no action on this item.

3. PUBLIC HEARING

- a. Receive public comment for a Specific Use Permit (SUP25-05) to allow Churches and other Religious Institutions in the Small Lot Single-Family Residential (RSS) district at property addressed as 418 E. McElroy Road.

Mr. Henry Bibelheimer, Senior Planner, presents staff report and asks if there are any questions.

Commissioner Shanahan asks if there is anyone that wishes to speak in questions from the Planning Commission; none respond.

Commissioner Shanahan invites the applicant up to present.

Mr. Seth Matthis, Senior Pastor, Hosanna Church, 1925 West Forest Ridge comes to speak on the following:

- Previously owned property across the street (old gas station) used for children's ministries and fellowship. Families became uncomfortable with children separated by traffic.

- Sold that property ~1.5 years ago and plan to use proceeds to construct a new building adjacent to the current church.
- Church has been at the current site 20+ years.
- Stated desire to begin construction with approval.

Commissioner Shanahan asks if the Planning Commission have any questions; none respond.

Commissioner Shanahan opens the public hearing and invites anyone who would like to speak in favor of the item.

Mr. Zack Hail, 3602 North Washington Street, Apt. I-75, Stillwater comes to speak on the following:

- Member of Hosanna Church.
- Supports a bigger building and expressed desire for the children's ministry to return to the main property.

Commissioner Shanahan asks if anyone would like to speak in opposition to the item; none respond.

Commissioner Shanahan closes the public hearing and for staff to present the findings and alternatives.

Henry Bibelheimer presents the findings and alternatives:

Findings:

1. The Land Development Code allows churches and religious institutions in the RSS District with a specific use permit.
2. This specific use permit would bring the current use into compliance.
3. The proposed expansion of the church aligns with the Comprehensive Plan, which calls for Commercial uses for the subject property location.

Alternatives:

1. Accept findings and recommend that the City Council approve the specific use permit as presented.
2. Find that the specific use permit is not an appropriate use for the property based upon the impacts to the surrounding vicinity and do not recommend that the City Council approve the specific use permit.
3. Find that additional information or discussion is needed prior to making a recommendation and table the request to a certain date.

Staff recommends Alternative 1: Approve the Specific Use Permit as presented

**Commissioner Prather moves to approve the Specific Use Permit as presented. Commissioner Peters seconds.**

|            |          |          |         |          |        |
|------------|----------|----------|---------|----------|--------|
| Roll Call: | Phillips | Williams | Prather | Shanahan | Peters |
|            | Absent   | Absent   | Yes     | Yes      | Yes    |

*Time: 7 minutes*



4. MISCELLANEOUS ITEMS FROM STAFF, PLANNING COMMISSIONERS OR CITY ATTORNEY FOR DISCUSSION AND POSSIBLE ACTION:

- a. Next Regular Meeting is October 7<sup>th</sup>, 2025.

5. ADJOURN

ADJOURNMENT. This regular meeting of the Stillwater Planning Commission was called for adjournment by Commissioner Prather, seconded by Commissioner Peters at approximately 5:38 PM on September 16<sup>th</sup>, 2025. The next regularly scheduled meeting will be held Tuesday, October 7th, 2025, at 5:30 p.m. in the City Commission Hearing Room, Municipal Building, 723 South Lewis Street.

Prepared by Alexandria Holle-Maged, Administrative Assistant  
Reviewed by Cindy Gibson, Administrative Services Manager

Approved by - \_\_\_\_\_  
Stillwater Planning Commission